

AGENDA
SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES

July 26, 2017

Closed Session at 5:00 p.m.; Open Meeting at 6:00 p.m.
District Office Board Room, 3401 CSM Drive, San Mateo, CA 94402

NOTICE ABOUT PUBLIC PARTICIPATION AT BOARD MEETINGS

The Board welcomes public discussion.

- *The public's comments on agenda items will be taken at the time the item is discussed by the Board.*
- *To comment on items not on the agenda, a member of the public may address the Board under "Statements from the Public on Non-Agenda Items;" at this time, there can be discussion on any matter related to the Colleges or the District, except for personnel items and potential or existing litigation. No more than 20 minutes will be allocated for this section of the agenda. No Board response will be made nor is Board action permitted on matters presented under this agenda topic.*
- *If a member of the public wishes to present a proposal to be included on a future Board agenda, arrangements should be made through the Chancellor's Office at least seven days in advance of the meeting. These matters will be heard under the agenda item "Presentations to the Board by Persons or Delegations." A member of the public may also write to the Board regarding District business; letters can be addressed to 3401 CSM Drive, San Mateo, CA 94402.*
- *Persons with disabilities who require auxiliary aids or services will be provided such aids with a three day notice. For further information, contact the Executive Assistant to the Board at (650) 358-6753.*
- *Regular Board meetings are tape recorded; tapes are kept for one month.*

Government Code §54957.5 states that public records relating to any item on the open session agenda for a regular board meeting should be made available for public inspection. Those records that are distributed less than 72 hours prior to the meeting are available for public inspection at the same time they are distributed to the members of the Board. The Board has designated the Chancellor's Office at 3401 CSM Drive for the purpose of making those public records available for later inspection; members of the public should call 650-358-6753 to arrange a time for such inspection.

5:00 p.m. Call to Order

ANNOUNCEMENT OF CLOSED SESSION ITEMS FOR DISCUSSION

1. Conference with Legal Counsel Regarding Two Cases of Existing Litigation:
 - a. San Mateo County Community College District vs. LocusPoint Networks, LLC, et al, Case No. 17CIV01534
 - b. LocusPoint Networks, LLC, et al vs. San Mateo County Community College District, Case No. 17CIV01550
2. Conference with Legal Counsel Regarding One Case of Potential Litigation Pursuant to Subdivision (c) of Section 54956.9
3. Conference with Labor Negotiator
Agency Negotiator: Kathy Blackwood
Employee Organization: AFT
4. Public Employment – Review of Contracts for: Chancellor; Executive Vice Chancellor; President, College of San Mateo; President, Cañada College; President, Skyline College; Vice Chancellor, Auxiliary Services and Enterprise Operations; Vice Chancellor, Facilities Planning, Maintenance and Operations; Vice Chancellor, Human Resources and General Counsel

PUBLIC COMMENTS ON CLOSED SESSION ITEMS ONLY

ADJOURN TO CLOSED SESSION

RECONVENE TO OPEN SESSION

6:00 p.m. Call to Order

Roll Call

Pledge of Allegiance

ANNOUNCEMENT OF REPORTABLE ACTION TAKEN IN CLOSED SESSION

DISCUSSION OF THE ORDER OF THE AGENDA

MINUTES

17-7-1 [Approval of the Minutes of the Meeting of June 28, 2017](#)

17-7-2 [Approval of the Minutes of the Meeting of July 12, 2017](#)

STATEMENTS FROM EXECUTIVES

STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS

NEW BUSINESS

17-7-2A [Approval of Personnel Items: Changes in Assignment, Compensation, Placement, Leaves, Staff Allocations and Classification of Academic and Classified Personnel](#)

17-7-3A [Approval/Ratification of District Administrator Contracts](#)

Approval of Consent Agenda

All items on the consent agenda may, by unanimous vote of the Board members present, be approved by one motion after allowing for Board member questions about a particular item. Prior to a motion for approval of the consent agenda, any Board member, interested student or citizen or member of the staff may request that an item be removed to be discussed in the order listed, after approval of remaining items on the consent agenda.

17-7-1CA [Approval of Appointments to Bond Oversight Committee](#)

17-7-2CA [Approval of Appointments to Educational Housing Corporation](#)

17-7-3CA [Declaration of Surplus Property](#)

17-7-4CA [Approval of Budgetary Transfers for the Period Ending May 31, 2017 and Adoption of Resolution No. 17-9 Authorizing Budget Revisions and Transfers for 2016-17](#)

17-7-5CA [Acceptance of TRIO Upward Bound Grant Funds from the U.S. Department of Education for Cañada College](#)

17-7-6CA [Approval of Sole Source Purchase of a Simulator Mannequin for the Respiratory Care Program at Skyline College from Gaumard](#)

- 17-7-7CA [Authorization of the Use of CSU Fullerton Contract to Purchase Student Success Coaching, Progress Tracking and Reporting Services from InsideTrack](#)
- 17-7-8CA [Approval of Contract Award for College of San Mateo Chemistry Ventilation Project](#)
- 17-7-9CA [Adoption of Resolution No. 17-10 Regarding Board Absence](#)

Other Recommendations

- 17-7-100B [Approval of Revisions to Board Policies: 2.06, Board Policies and Administrative Procedures and 2.07, Policy Development](#)
- 17-7-101B [Approval of Memorandum of Understanding with South San Francisco Unified School District Regarding the Middle College at Skyline College](#)
- 17-7-102B [Approval of Agreement with San Mateo Union High School District Regarding the Middle College at Skyline College](#)

INFORMATION REPORTS

- 17-7-3C [Report on Electric Vehicle Charging Stations](#)

COMMUNICATIONS

STATEMENTS FROM BOARD MEMBERS

RECONVENE TO CLOSED SESSION (if necessary)

RECONVENE TO OPEN SESSION (if necessary)

ANNOUNCEMENT OF REPORTABLE ACTION TAKEN IN CLOSED SESSION (if necessary)

ADJOURNMENT

**Minutes of the Regular Meeting of the Board of Trustees
San Mateo County Community College District
June 28, 2017, San Mateo, CA**

The meeting was called to order at 5:00 p.m.

Board Members Present: President Thomas Mohr, Vice President Richard Holober, Trustee Maurice Goodman, Trustee Dave Mandelkern

ANNOUNCEMENT OF CLOSED SESSION ITEMS FOR DISCUSSION

President Mohr said that during closed session, the Board will (1) hold a conference with legal counsel regarding two cases of existing litigation and one case of potential litigation as listed on the printed agenda, (2) hold a meeting with agency labor negotiator Kathy Blackwood; the employee organization is AFT, and (3) consider contract renewals of public employees as listed on the printed agenda.

STATEMENTS FROM THE PUBLIC ON CLOSED SESSION ITEMS ONLY

None

RECESS TO CLOSED SESSION

The Board recessed to Closed Session at 5:00 p.m.

RECONVENE TO OPEN SESSION

The Board reconvened to Open Session at 6:05 p.m.

Board Members Present: President Thomas Mohr, Vice President Richard Holober, Trustee Maurice Goodman, Trustee Dave Mandelkern, Student Trustee Alfredo Olguin Jr.

Others Present: Chancellor Ron Galatolo, Executive Vice Chancellor Kathy Blackwood, Skyline College Vice President of Administrative Services Eloisa Briones, College of San Mateo President Michael Claire, Cañada College President Jamillah Moore

PLEDGE OF ALLEGIENCE

ANNOUNCEMENT OF ACTION DURING TAKEN DURING CLOSED SESSION

President Mohr said that during the closed session, the Board voted to table consideration of the contract renewals of public employees as listed on the printed agenda.

DISCUSSION OF THE ORDER OF THE AGENDA

None

MINUTES

It was moved by Trustee Mandelkern and seconded by Vice President Holober to approve the minutes of the meeting of June 14, 2017. The motion carried, all members present voting Aye.

PRESENTATIONS TO THE BOARD BY PERSONS OR DELEGATIONS: PRESENTATION OF ASSOCIATION OF CALIFORNIA COMMUNITY COLLEGE ADMINISTRATORS (ACCCA) AWARD FOR PROGRESS IN DIVERSITY TO EUGENE WHITLOCK (17-6-2C)

Susan Bray, Executive Director of the Association of California Community Colleges Administrators, acknowledged Kimberlee Messina, Interim Vice Chancellor of Educational Planning and Services, who is a member of the ACCCA Board of Directors. Ms. Bray said ACCCA created the Progress in Diversity Award to recognize the outstanding achievements of individuals in their efforts to expand the concept of diversity in the wider higher education community. She said that in recognizing Vice Chancellor Whitlock, the award also honors the Board of Trustees and District leadership who continue to support diversity. Ms. Bray said that since joining the District in 2014, Vice Chancellor Whitlock has supported and promoted diversity through student-centered approaches, faculty and staff development, training for hiring committees, and encouragement of Board discussions on issues related to diversity.

Vice Chancellor Whitlock thanked Ms. Bray and said he is honored to receive the award. He said he is fortunate to work in a district that has a commitment to progress in diversity. He said Chancellor Galatolo has been continuously open to and supportive of his ideas and suggestions on ways to expand the concept of diversity throughout the District.

Student Trustee Olguin congratulated Vice Chancellor Whitlock. He said students are aware of the commitment to progress in diversity and believe the District is moving in the right direction.

Trustee Mandelkern congratulated Vice Chancellor Whitlock. He said he believes the strength of the entire community is enriched by having a diverse group of people and different points of view. He thanked Vice Chancellor Whitlock for his efforts to make sure the District provides the strongest and richest environment possible.

Trustee Goodman congratulated Vice Chancellor Whitlock, his staff and the District. He said Vice Chancellor Whitlock's selection highlights what the District represents and he commended him for his work.

Vice President Holober congratulated Vice Chancellor Whitlock and said it is an honor to be recognized by one's peers. He thanked Vice Chancellor Whitlock for his commitment and leadership in promoting diversity and said this is an important value for everyone in the District.

President Mohr said he attended a diversity training for hiring committees presented by Vice Chancellor Whitlock and said the presentation was superb. He said the substance was research based and was in keeping with the goals and values of the Board. He said he believes the training should be provided to everyone in the District.

STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES

Chancellor Galatolo thanked Ms. Bray for coming from Sacramento to present the Progress in Diversity Award to Vice Chancellor Whitlock. He said the District Strategic Plan addresses the needs of underserved and traditionally marginalized students. He said this award fits perfectly with the plan to hire faculty and staff that reflect the diversity of the students served by the District. Chancellor Galatolo said Vice Chancellor Whitlock's efforts in this area have made a tremendous difference and will continue to do so for years to come.

Chancellor Galatolo said District Academic Senate President Leigh Anne Shaw could not attend the meeting due to an injury. She provided copies of the Academic Senate's end-of-year report which Board members will find at their places at the dais.

College of San Mateo President Claire distributed an email congratulating the College on receiving a CTE Stars Award from the State Chancellor's Office. The award recognizes the College for its track record on advancing students' economic mobility. President Claire said College of San Mateo is the only community college in the state that showed significant improvement in five sectors.

Cañada College President Moore thanked Board members for attending the College's commencement ceremony. She thanked José Nuñez, Vice Chancellor of Facilities Planning, Maintenance and Operations, and his team for ensuring a smooth transition during work on campus facilities.

STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS

None

NEW BUSINESS

APPROVAL OF PERSONNEL ITEMS: CHANGES IN ASSIGNMENT, COMPENSATION, PLACEMENT, LEAVES, STAFF ALLOCATIONS AND CLASSIFICATION OF ACADEMIC AND CLASSIFIED PERSONNEL (17-6-2A)

It was moved by Vice President Holober and seconded by Trustee Goodman to approve the items in board report 17-6-2A. The motion carried, all members present voting Aye.

RECOMMENDATION FOR ADMINISTRATOR EMPLOYMENT CONTRACT RENEWALS AND RATIFICATION OF CONTRACTS FOR DISTRICT EXECUTIVES (17-6-3A)

The Board tabled this item to a future meeting.

APPROVAL OF REVISIONS TO CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION (CSEA) AND NONREPRESENTED EMPLOYEE SALARY SCHEDULES (17-6-4A)

It was moved by Vice President Holober and seconded by Trustee Goodman to approve the revisions as detailed in the report. The motion carried, all members present voting Aye.

APPROVAL OF CONSENT AGENDA

President Mohr said the consent agenda consists of board reports 17-6-1CA through 17-6-19CA as listed on the printed agenda. Vice President Holober asked that items 17-6-7CA, 17-6-10CA, 17-6-17CA and 17-6-19CA be removed from the consent agenda for discussion. It was moved by Trustee Goodman and seconded by Trustee Mandelkern to approve the remaining items. The motion carried, all members present voting Aye.

APPROVAL TO REJECT ALL BIDS AND REBID COLLEGE OF SAN MATEO BUILDING 17 LEARNING COMMUNITIES MODERNIZATION PROJECT (17-6-7CA)

It was moved by Trustee Mandelkern and seconded by Vice President Holober to approve the rejection of bids. Vice President Holober said he understands that the bids were very high. He asked for more information about the construction climate and prospects for future bids for the project. Chris Strugar-Fritsch, Director of Capital Projects, said the construction market is very overheated currently. In addition, many contractors who would ordinarily bid on a project this size are busy doing work for schools during the summer months. Mr. Strugar-Fritsch said the recommendation is to rebid the contract in the fall and to intensify outreach in order to try to bring more contractors into the bidding process. After this discussion, the motion carried, all members present voting Aye.

APPROVAL OF COMMUNITY, CONTINUING AND CORPORATE EDUCATION CLASSES, FALL/ WINTER 2017-18 – CAÑADA COLLEGE, COLLEGE OF SAN MATEO AND SKYLINE COLLEGE (17-6-10CA)

It was moved by Trustee Goodman and seconded by Vice President Holober to approve the classes as listed in the report. Vice President Holober asked for more information on how instructors are hired by the two providers of online classes for the District – UGotClass and Ed2Go. Jonathan Bissell, Executive Director of Community, Continuing and Corporate Education, said UGotClass is part of the Learning Resources Network which is one of the largest continuing education professional associations in the country. He said they hire professionals from throughout the country, many of whom are from member colleges and universities, and have a ninety-six percent approval rating for their courses. Vice President Holober asked if the courses offered by UGotClass for the District are identical or similar to the courses they offer at other districts. Mr. Bissell said the courses are uniform throughout the country. Vice President Holober asked if students are being charged an amount greater than what is paid to the provider. Mr. Bissell said there is a revenue sharing agreement, through which the revenue is shared between the provider and the District. Vice President Holober asked if UGotClass is a new provider and if research has been done on the company. Mr. Bissell said this provider has been in business for a number of years but this is the first time the District is requesting to use their service. He said Ed2Go has been in business for several decades and the District has had a long-standing relationship with them. Vice President Holober said he continues to have some misgivings about the use of third party contractors. Trustee Mandelkern said he shares some of the same concerns and believes this item should be revisited and discussed further. After this discussion, the motion carried, all members present voting Aye.

ACCEPTANCE OF GRANT FROM THE BAY AREA AIR QUALITY MANAGEMENT DISTRICT AND ALLOCATION OF FUNDS FOR INSTALLATION OF ELECTRIC VEHICLE CHARGING STATIONS AT COLLEGE OF SAN MATEO AND SKYLINE COLLEGE (17-6-17CA)

It was moved by Vice President Holober and seconded by Trustee Goodman to accept the grant and allocate funds as detailed in the report. Vice President Holober said he would like to learn more about the costs and revenue associated with the charging stations. He asked if users of the stations are being charged for the service. Vice Chancellor Nuñez said charging is free for faculty and staff for the first four hours and they are charged a fee after that time. The public is charged a fee as well. Trustee Mandelkern asked if the grant from the Bay Area Air Quality Management District covers the total cost of installation of the stations. Vice Chancellor Nuñez said the grant does not cover the entire cost but offsets the cost. He said a complete report detailing the costs and revenue associated with operation of the stations, as well as the District's costs for installation, will be provided at the next regular Board meeting. Trustee Mandelkern said that because he benefits personally from use of the stations, he will abstain from voting on this item. After this discussion, the motion carried, with Trustee Mandelkern abstaining and the remainder of those present voting Aye.

ADOPTION OF RESOLUTION NO. 17-8 REGARDING BOARD ABSENCE (17-6-19CA)

It was moved by Trustee Mandelkern and seconded by Trustee Goodman to adopt Resolution No. 17-8. Vice President Holober said that in keeping with tradition, he will abstain from voting on this item. The motion carried, with Vice President Holober abstaining and the remainder of those present voting Aye.

Other Recommendations

APPROVAL OF CONTRACT RENEWAL FOR DISTRICTWIDE FOOD SERVICES OPERATIONS TO PACIFIC DINING, INC. (17-6-100B)

It was moved by Vice President Holober and seconded by Trustee Goodman to approve the contract renewal as detailed in the report. Trustee Mandelkern noted that Pacific Dining provides vouchers for food insecurity needs and asked how this is administered. Tom Bauer, Vice Chancellor of Auxiliary Services and Enterprise Operations, said Pacific Dining's contribution will allow the Colleges to address some needs immediately. He said the administration of the vouchers is decided by each of the colleges individually. Trustee Mandelkern asked if there is an update on the effort to work with Congress regarding expansion of the school lunch program offered in the K-12 system. Chancellor Galatolo said he will follow up with staff in Congresswoman Jackie Speier's office to ascertain the status of food insecurity conversations at the Congressional level.

Trustee Mandelkern asked if the contract with Pacific Dining was compared with other food service contracts for Bay 10 community colleges. Vice Chancellor Bauer said many Bay 10 cafeterias have contracted with Pacific Dining in the past ten years. He said the revenue and in-kind services provided to the District by Pacific Dining compare extremely favorably with other colleges. After this discussion, the motion carried, all members present voting Aye.

APPROVAL OF CONTRACT AWARD FOR DISTRICTWIDE SNACK VENDING TO CANTEEN VENDING SERVICES (17-6-101B)

It was moved by Vice President Holober and seconded by Trustee Goodman to approve the contract award as detailed in the report. Trustee Mandelkern asked if the variety of snacks offered is acceptable to students and if there is a selection of healthy snacks. Student Trustee Olguin said he believes the selection is common to that in most public vending machines. He said he will discuss this item with the Associated Students. Vice Chancellor Bauer said students have representation on each College's Auxiliary Services Advisory Committee. He said that prior to the bid for this contract, vending representatives spoke with students at Cañada College and College of San Mateo. Trustee Mandelkern asked if Canteen Vending Services has a position on providing healthy snacks. Vice Chancellor Bauer said Canteen has installed machines with only healthy snacks in the past; however, they became the lowest selling machines and the food has spoiled. He said there are some healthy snacks in all machines. After this discussion, the motion carried, all members present voting Aye.

ADOPTION OF THE 2017-18 TENTATIVE BUDGET (17-6-102B)

It was moved by Trustee Goodman and seconded by Trustee Mandelkern to adopt the tentative budget as presented. Executive Vice Chancellor Blackwood outlined the budget guidelines: address board goals and District strategic plan; address community needs; balance the budget projections in each of the next three years; and use one-time funds for one-time expenses. She said the budget assumptions are:

- Property tax increase: 6.8%
- RDA funds: \$6.8 million
- International FTES: 13% growth based on International Education plans
- Inflation: 3.11% or best guess for each line item
- Student fees: no increase

Executive Vice Chancellor Blackwood said projected revenue for Fund 1 is \$173.6 million. The largest revenue source is property taxes at \$133.8 million. Other sources are RDA funds, student fees, Proposition 55 funds, non-resident tuition, mandated costs, lottery, interest and other revenues. Projected expenses for Fund 1 total \$173.6 million. The largest expense is site allocations at \$135.4 million. Other expenses are retiree/other benefits, utilities, telephone/hardware/software maintenance, formula adjustment/contracts, insurance, and other/one-time expenses.

Executive Vice Chancellor Blackwood compared the District's revenue based on community-supported status vs. State revenue limit. Based on the revenue assumptions, she said the District will realize a benefit of \$67,351,310 as a result of

being community-supported. She discussed other community college districts in the state which are also community-supported.

Executive Vice Chancellor Blackwood reviewed other funds, including Internal Service, Debt Service, Restricted Fund, Capital Projects, Enterprise/Auxiliary, Special Revenue, Student Aid, and Reserve for Post-Retirement Benefits.

Executive Vice Chancellor Blackwood said Innovation Funding requests for 2017-18 totals \$2 million, with \$500,000 for each of the Colleges, \$200,000 to the District Office-Human Resources, and \$300,000 to District Office-IT Services. She said a detailed report of the funding requests and how each request is related to a strategic plan goal will be provided with the presentation of the final budget report.

Executive Vice Chancellor Blackwood discussed other possible allocations and the share of funding the District is projected to receive. It is estimated that the District will receive approximately \$2 million in one-time Guided Pathways funding, a \$84,000 COLA on categorical programs, and \$1.1 million for scheduled maintenance/instructional equipment.

Executive Vice Chancellor Blackwood said the Self-Assessment Checklist included in the tentative budget is provided by the State Chancellor's Office. It is used for accreditation and helps show that the District is fiscally sound.

Executive Vice Chancellor Blackwood discussed employer contribution increases for STRS and PERS. In 2013-14, the STRS and PERS employer rates were 8.25% and 11.44% respectively. With no increases in salary, the net increase was estimated to be \$8.4 million by 2021. Since then, the PERS rates have increased at a faster rate than anticipated, and the District has granted COLAs and added positions. Now PERS rates will go up to 27.3% in 2024-25 and STRS rates will go up to 20.25% by 2022-23. Using current salary costs and projected STRS and PERS rates, the 2020-21 STRS and PERS costs would increase by \$12.3 million over 2013-14. The total 2017-18 budget for STRS and PERS is \$15.7 million, a \$7.6 million or 94% increase over 2013-14.

Executive Vice Chancellor Blackwood said considerations as the District moves toward a final budget include: Strategic Planning/Innovation Fund, 50% Law, International Education, Accreditation, and Guided Pathways.

President Mohr asked if there were public comments on this item. Maxine Turner asked whether the San Mateo Athletic Club and the approved athletic club at Cañada College provide rent to the District to help offset the cost of building the facilities. She said that if this is not the case, the public is subsidizing a membership club whose members are not paying for the full cost of the operation. She said she believes the District could use more money coming in to support students with transportation and other needs. Executive Vice Chancellor Blackwood said the athletic club is a joint use facility which is shared by students and the community. She said the club does not pay rent but provides all upkeep, maintenance and service to the entire facility which students use and which is an instructional facility. She said the District benefits significantly because the athletic club absorbs costs that would otherwise be paid for out of the instructional programs. In addition, the athletic club allocates hundreds of thousands of dollars to the colleges collectively.

Vice President Holober asked if staff has analyzed the adequacy of the District's various insurance coverages. Executive Vice Chancellor Blackwood said staff works closely with the broker, continuously monitors balances, and reviews the insurance coverage every year.

After this discussion, the motion to adopt the tentative budget carried, all members present voting Aye.

APPROVAL OF 2019-2023 FIVE-YEAR CAPITAL CONSTRUCTION PLAN (17-6-103B)

It was moved by Vice President Holober and seconded by Trustee Goodman to approve the plan as detailed in the report. President Mohr asked if there were public comments on this item. Ms. Turner said the plan includes a number of projects that are directly related to instruction and are to be funded by state and local funds. She asked what local funds are projected to be available. She also questioned why these projects would not be prioritized over a new athletic club and new theater. Vice Chancellor Nuñez said the Facilities Master Plan identified several projects that are contingent on the passage of a statewide bond. He said the Facilities team will need to work with Executive Vice Chancellor Blackwood and others to determine matching local funds. Trustee Mandelkern noted that the District is legally required to submit the report even though it must rely on state funding that is not guaranteed. He said the Facilities Master Plan is a more accurate report.

In response to a question from Student Trustee Olguin about the Lot L expansion at Skyline College, Vice Chancellor Nuñez said this project will consolidate Parking Lot L unpaved areas into an expanded, paved parking lot with an additional 200 to 250 spaces at the end of the project.

After this discussion, the motion to approve the five-year capital construction plan carried, all members present voting Aye.

DISCUSSION AND POSSIBLE APPROVAL OF LETTER OF SUPPORT FOR CALIFORNIA ASSEMBLY BILL 387 (THURMOND) – MINIMUM WAGE: HEALTH PROFESSIONALS: INTERNS (17-6-104B)

Trustee Mandelkern said he understands that AB 387 has been pulled by the author and will not move forward; therefore, there is no need for a letter or resolution by the Board. He said he believes this is a difficult issue that might be worth discussing internally. He said District students spend many hours as interns and there is a certain merit to seeing that they are paid. However, it is difficult to procure internship opportunities and a requirement such as this could diminish those opportunities. Chancellor Galatolo said clinical experience is required and a mandate to pay a fee or compensation to interns could make it more difficult for students to complete this requirement. President Claire said it is already difficult to secure placements and baccalaureate students are given preference. He said it is generally more important to show experience on a resume than to be paid. He added that the state of the economy plays a role as well.

Trustee Mandelkern said there was a trend in the technology sector to use unpaid interns; however, they are now required to pay interns because of the belief that corporations should not benefit from free labor of students. He said this fact would argue in favor of paying interns as a matter of fairness and parity. Trustee Mandelkern said he believes the issue merits further discussion and he would be interested in hearing internal experts' perspectives.

Vice President Holober said the issue involves a question of free labor versus supervised training and it might not be clear-cut. He said an argument for compensation could be made if someone is doing work that is value-added to a hospital or other facility, is work that someone else would otherwise do, and is a situation in which a supervisor could walk away and have full confidence that the work would be done correctly. Vice President Holober asked if hospitals and other health facilities that are licensed have an obligation to provide placements as part of their licensing. Chancellor Galatolo said they are not required to provide placements. Vice President Holober said a more comprehensive solution would be that facilities be required to provide placements for a certain number of students and be required to provide funding so that the students can be paid.

President Mohr said an advocate for AB 387 contacted him about the bill and he was prepared to vote in favor of supporting it because the young people who would have benefitted are those who are vulnerable financially. He said the issue will be brought back to the Board at an appropriate time.

APPROVAL OF MEMORANDUM OF AGREEMENT WITH SEQUOIA UNION HIGH SCHOOL DISTRICT'S TIDE ACADEMY (17-4-105B)

It was moved by Trustee Goodman and seconded by Student Trustee Olguin to approve the Memorandum of Agreement as detailed in the report. Chancellor Galatolo said that while the TIDE Academy falls far short of the ideal concept of an early college high school, he believes it has tremendous potential because of its location in East Menlo Park and proximity to East Palo Alto and Facebook. He said it can offer opportunities to students who are still in high school and might otherwise not pursue post-secondary education. Chancellor Galatolo said he believes this is a step in the right direction in terms of the potential impact on marginalized and traditionally underserved students and he is confident that this is just the beginning of good things to come. He thanked Cañada College President Moore who was involved in the task force on the TIDE Academy.

President Mohr said he was present at some task force meetings and observed President Moore come forward as a leader. He said the District's connection with the Sequoia Union High School District (SUHSD) with regard to the TIDE Academy was in jeopardy and President Moore was successful in keeping the door open. President Moore said that with the support of Chancellor Galatolo she, along with Robert Shoffner at College of San Mateo and Gregory Anderson who was then at Cañada College, was able to explain the importance of the quality education that community colleges can offer to provide more efficient pathways for high school students. President Moore agreed that the TIDE Academy is a work in progress and she hopes it will eventually lead to a full-fledged implementation of an early college.

Trustee Goodman said he sees the agreement as a tremendous opportunity and hopes it can be a model for continuing to enrich the District's relationships with the high school districts as it on-boards Guided Pathways.

Trustee Mandelkern said he is disappointed with the agreement. He said the District Board had conversations with the SUHSD Board two years ago and he was hopeful that the school would be an early access high school. He said the school instead will serve as a pipeline to benefit a certain segment of the population focused on technology and does not particularly serve the needs of the population where the school will be located. Trustee Mandelkern said his impression was that the community was interested in a school that would offer general education and pathways to college degrees, not just for computer science but for all fields. President Mohr said the initial idea was to open an early college high school in which the high school and college districts would work together in an academic setting. He said the SUHSD did not grasp the opportunity but President Moore did as much as she could with the hope that it could be a first step toward establishing an early college.

Trustee Goodman agreed that President Moore did the best she could to keep the door open. He said the establishment and focus of the TIDE Academy were determined by the SUHSD Board and the SMCCCD Board cannot control what another institution does. He said he supports the agreement with the SUHSD but would also be open to discussing whether there is interest in looking at what the District might do on its own sites. President Mohr agreed and said it was clear from the beginning that the District would be an adjunct rather than a partner.

President Moore said that as a result of a meeting she attended with the SUHSD, she was approached by leaders of the Oxford Day Academy, a charter high school in East Palo Alto. She said she is discussing with them the establishment of an early college program through which classes would be held on the Cañada College campus on Fridays. She said she and President Mohr are requesting a meeting with East Palo Alto Mayor Larry Moody to talk about building a stronger partnership for educational opportunities for the East Palo Alto community.

Student Trustee Olguin said he believes programs such as the TIDE Academy can make a community stronger or divide the community. He said he believes it is a good place to start and is pleased that it may move beyond the current model. He said he is in support of attempts to bring marginalized populations into settings in which they are not comfortable because that is how they grow.

Trustee Mandelkern said part of the District's role in serving the community is to provide classes it is asked to offer and he recognizes that it is the SUHSD's prerogative to ask for computer-focused classes. However, he said he is disappointed that the TIDE Academy is not the concept of an early college that was originally discussed because that model could have done more to serve the community and provide pathways for underserved students. Trustee Mandelkern said he is prepared to support the agreement but would ask that the District continue to maintain independent contact with the communities of East Menlo Park and East Palo Alto to ascertain what the community is looking for in terms of pathways to college and early access to college opportunities. He also asked that the District monitor closely the population of students in the TIDE Academy. Trustee Mandelkern said he would be more interested in serving students from the community who are seeking broad educational opportunities rather than students who are seeking a very narrow educational focus.

President Mohr said there are examples of successful and robust early college high schools around the country. He said it is disappointing that the SUHSD moved away from this model but he looks forward to future opportunities.

Chancellor Galatolo said the SUHSD Board is also voting on approval this agreement at its meeting tonight.

After this discussion, the motion to approve the memorandum of agreement carried, all members present voting Aye.

INFORMATION REPORTS

THIRD QUARTER REPORT OF AUXILIARY OPERATIONS (17-6-3C)

The Board accepted the report.

DISTRICT FINANCIAL SUMMARY FOR THE QUARTER ENDING MARCH 31, 2017 (17-6-4C)

The Board accepted the report.

REPORT ON INSTITUTIONAL EFFECTIVENESS GOALS (17-6-5C)

Kimberlee Messina, Interim Vice Chancellor of Educational Services and Planning, introduced Cañada College Interim Vice President of Instruction David Johnson; Skyline College Interim Vice President of Instruction Aaron McVean; and Interim Vice President of Planning, Research and Institutional Effectiveness Gregory Anderson. She said President

Claire was standing in for College of San Mateo Vice President of Instruction Sandra Comerford. Vice Chancellor Messina discussed the performance indicators included in the State Chancellor's Office Institutional Effectiveness Partnership Initiative report. She also reported on data from the District's strategic plan that corresponds with those indicators. The presentation included Districtwide and by-College data on how many students have educational plans, at what level students initially enroll in Math and English, and how they progress to transfer level Math and English.

Vice Chancellor Messina said the Office of Educational Services and Planning will update the District scorecard and fact book every summer, will post them on the District website, and report to the Board. She said the Colleges are evaluating their innovations and initiatives using the agreed upon strategic plan metrics. She said each College is in the process of establishing targets for these metrics and an evaluation timeline and will report to the Board on progress toward goals aligned with the strategic plan.

Trustee Mandelkern said the presentation contained good historical data but did not answer his key questions. He said he was hoping to hear what the key indicators are and how they are associated with each goal of the strategic plan. He said he would like to see the current level of performance, as well the target level. Associated with the target goals, he said he would like to hear which programs are being pursued to reach the target level, how much money is being spent on the programs, and whether the programs are making a difference in outcomes. Vice Chancellor Messina agreed with the importance of understanding what the target levels are and in being able to measure progress toward them.

Student Trustee Olguin said students' educational plans might change over time. He said he believes it is important that students meet on a regular basis with the same counselor. He said interactions that occur on a daily basis – with professors, counselors and other students – are most important because communication leads to better student success. Student Trustee Olguin said he agrees with the need to set goals, but said students also face important issues that cannot be measured by statistics.

President Mohr thanked Vice Chancellor Messina for bringing data forward. He said the data on basic skills is particularly important. He said basic skills has been a trap for students and the Colleges have made a deliberate attempt to address this issue.

President Mohr said that when a strategic goal is recognized, there should also be a plan for evidence gathering that will demonstrate the outcome. He said he believes strongly that there is a need for a District researcher and District plan that connects with the research at the Colleges. President Mohr said each of the subgoals associated with data need a target. He said it is not possible to have serious discourse about how well something is working if a target has not been identified.

Vice Chancellor Messina said the message from the Board is clear and the team will bring the requested information to the Board. Trustee Mandelkern asked when the Board can expect to receive the information needed to make informed decisions about how to spend the substantial amount of money the public has invested in the Colleges. President Claire said the three College presidents will come to an agreement on targets that are achievable and realistic and report to the Board in early fall of this year.

COMMUNICATIONS

President Mohr said the Board received a request from a member of public to open Hillsdale Lot 1 in addition to the lower lot for the Saturday farmers market.

STATEMENTS FROM BOARD MEMBERS

Student Trustee Olguin said he is new in his role as student trustee and may stumble at times in forming words. He said he is here to work with his colleagues who are more experienced and he is pleased to know that he can reach out to them. He said understands that serving on the Board is a privilege and responsibility.

Trustee Mandelkern wished everyone a happy and safe Fourth of July holiday.

Trustee Goodman told Student Trustee Olguin that all Board members are here to be good stewards and serve students and said Student Trustee Olguin's role is important. Trustee Goodman said that at the recent San Mateo County School Boards Association meeting, it was recommended that the next Kent Awards event be held at College of San Mateo.

President Mohr thanked everyone for attending and participating in the meeting in order to help the District get stronger at what it does.

RECESS TO CONTINUATION OF CLOSED SESSION

The Board recessed to closed session at 9:05 p.m. to hold a conference with legal counsel regarding one case of potential litigation.

RECONVENE TO OPEN SESSION

The Board reconvened to open session at 9:52 p.m. President Mohr announced that no action was taken during this portion of the closed session.

ADJOURNMENT

The meeting was adjourned by consensus at 9:53 p.m.

Submitted by

Ron Galatolo, Secretary

Approved and entered into the proceedings of the July 26, 2017 meeting.

Richard Holober
Vice President-Clerk

**Minutes of the Study Session of the Board of Trustees
San Mateo County Community College District
July 12, 2017, San Mateo, CA**

The meeting was called to order at 5:00 p.m.

Board Members Present: President Thomas Mohr, Vice President Richard Holober, Trustee Maurice Goodman, Trustee Dave Mandelkern, Trustee Karen Schwarz

ANNOUNCEMENT OF CLOSED SESSION ITEMS FOR DISCUSSION

President Mohr said that during closed session, the Board will (1) hold a conference with legal counsel regarding three cases of existing litigation and two cases of potential litigation as listed on the printed agenda, (2) hold a conference with agency labor negotiator Kathy Blackwood; the employee organization is AFT, (3) conduct public employee performance evaluations as listed on the printed agenda, (4) discuss public employee contract renewals as listed on the printed agenda, and (5) consider public employee discipline, dismissal, release.

STATEMENTS FROM THE PUBLIC ON CLOSED SESSION ITEMS ONLY

None

RECESS TO CLOSED SESSION

The Board recessed to closed session at 5:00 p.m.

RECONVENE TO OPEN SESSION

The Board reconvened to open session at 6:03 p.m.

Board Members Present: President Thomas Mohr, Vice President Richard Holober, Trustee Maurice Goodman, Trustee Dave Mandelkern, Trustee Karen Schwarz, Student Trustee Alfredo Olguin Jr.

Others Present: Executive Vice Chancellor Kathy Blackwood, Skyline College President Regina Stanback Stroud, College of San Mateo Vice President of Student Services Kim Lopez, Cañada College President Jamillah Moore

Pledge of Allegiance

DISCUSSION OF THE ORDER OF THE AGENDA

None

STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS

José Nuñez, Vice Chancellor of Facilities Planning, Maintenance and Operations, introduced two new Public Safety Officers. Christina May is stationed at Cañada College and Zorie Gomez is stationed at College of San Mateo.

NEW BUSINESS

APPROVAL OF PERSONNEL ITEMS: CHANGES IN ASSIGNMENT, COMPENSATION, PLACEMENT, LEAVES, STAFF ALLOCATIONS AND CLASSIFICATION OF ACADEMIC AND CLASSIFIED PERSONNEL (17-7-1A)

It was moved by Vice President Holober and seconded by Trustee Schwarz to approve the actions in the report. The motion carried, all members present voting Aye.

STUDY SESSION

DISCUSSION OF STUDENT MENTAL HEALTH SERVICES (17-7-1C)

Kim Lopez, Vice President of Student Services at College of San Mateo, introduced her fellow presenters: Gena Rhodes, full-time personal counselor at Cañada College; Phillip King, Interim Vice President of Student Services at Cañada College; Max Hartman, Director of the Disability Resource Center at Cañada College; Makiko Ueda, full-time personal counselor at College of San Mateo; Luis Escobar, Dean of Counseling, Advising and Matriculation at Skyline College; and Amory Cariadus, Director of Student Development and Supervisor for Health and Psychological Services at Skyline College.

Vice President King said research conducted by the University of Maryland School of Medicine indicates that the mental health needs of successive generations of students have increased over time and the number of students taking psychotropic drugs has also increased. In 2015, the Center for Collegiate Health conducted a survey of Student Affairs administrators around the country. Sixty-six percent said mental health is the top concern when they think about serving students. They reported a thirty percent increase in depression, anxiety and stress among students over the last ten years. Vice President King said that in California, suicide is the second leading cause of death among students and is at a 30 year high. He said that Proposition 63 increased funding, personnel and other resources to support mental health services. The proposed activities focus on three key areas: staff training, peer group support and suicide prevention.

Vice President Lopez said each College offers the following services: free short-term personal counseling, crisis intervention, consultations for faculty and staff, mental health and substance abuse assessments, mental health workshops, and community referrals. They also offer online resources for faculty, staff and students, including free access to Kognito training through the State Chancellor's Office.

Dean Escobar said intercampus collaborations include use of the CARES component of the Advocate software system. This component allows members of the college community to report on any students of concern, which frequently includes students with personal and/or mental health issues. The information is viewable by appropriate personnel at all three Colleges. Dean Escobar said that at each College, Psychological Services collaborates regularly with programs and services across the campus. Each campus has also engaged in training for faculty and staff.

Vice President King reviewed the mental health services at Cañada College. He said the Personal Counseling Center is staffed by one licensed full-time tenure-track faculty and one licensed adjunct faculty for a total of 40 hours per week. In addition, the College has three interns/trainees every academic year for a total of approximately 35 hours per week. During the 2016-17 academic year, a total of 243 students accessed Personal Counseling Center services, a nearly fifty percent increase from the previous year. Outreach activities for students included SafeZone training and stress management. Outreach activities for faculty and staff included Kognito training, self-compassion training, division and campus program meeting outreach presentations, and Personal Counseling Center staff involvement with campus life organizations. Faculty and staff professional development training focused on increasing awareness of mental health concerns, suicide ideation and any personal needs of students. Future plans include more peer-to-peer training and partnerships with the Sequoia Healthcare District. Mr. Hartman said that during the hiring process at Cañada College, academic positions are ranked by the Academic Senate. The need for a full-time personal counselor faculty position was ranked as a top priority and the College was able to hire Ms. Rhodes as a result. He said the classified staff also strongly supports the Personal Counseling Center.

Vice President Lopez reviewed the mental health services at College of San Mateo. She said the Personal Counseling and Wellness Services program is staffed by one full-time faculty who is a licensed marriage and family therapist. In addition, the program has six intern counselors who provide a total of approximately 70 hours per week of services. The College also has a Peer Educator program staffed by four trained students under the supervision of the mental health educator. During the 2016-17 academic year, a total of 275 students accessed Personal Counseling services. A total of 944 hours of direct counseling services were provided, a nearly thirteen percent increase from the previous year. Outreach activities for students included acting in an advising role for the Active Minds Club and outreach to campus-based programs. Outreach activities for faculty and staff included presentations on QPR (Question/Persuade/Refer) suicide prevention training and presentations on domestic violence. In addition to suicide assessment and prevention, faculty and staff professional development training topics included internet addiction and narrative psychotherapy. Future plans include strengthening the peer educator training program and finding ways to continue to recruit qualified interns, e.g. offering nominal stipends.

Dean Escobar reviewed the mental health services at Skyline College. He said Psychological Services is staffed by three adjunct faculty members (1.8 FTE) who are licensed marriage and family therapists, offering 54 hours per week. During the 2016-17 academic year, 257 students accessed personal counseling services, a seven percent increase from the previous year. A total of 882 individual student counseling sessions, urgent/crisis sessions and faculty and staff consultations were conducted. Outreach activities for students included depression and anxiety awareness and dating violence. Outreach activities for faculty and staff included presentations on domestic violence, suicide intervention skills and depression awareness. Faculty and staff professional development trainings included applied suicide intervention skills training and training on trauma-informed classrooms. Future plans include establishing student support groups, hiring Psychological Services interns and teaching mental health-based courses.

Trustee Mandelkern asked why Skyline College uses three part-time counselors while the other two campuses have at least one full-time counselor. Dean Escobar said Skyline College is in the midst of securing a full-time counselor. He said the College went through the faculty priority process and this position was named a high priority. President Stanback Stroud outlined the process and said a full-time position is included in the budget allocation for this year. In response to a question from Trustee Mandelkern, Ms. Cariadus said some of the part-time counselors have private practices and some work with other organizations in the County in a part-time capacity.

Trustee Schwarz asked Ms. Cariadus how long she has been supervising Health Services as well as working with the Associated Students. Ms. Cariadus said that as part of a reorganization three years ago, her title was changed to Director of Student Development and supervision of the Health Center became part of her duties. Trustee Schwarz said this seems like a natural fit.

Trustee Schwarz said the services offered at the Colleges are very impressive and fill a great need. She asked if the increased use of the services at all of the campuses might be due to societal issues or to increased knowledge of the availability of services. Ms. Ueda said she believes both of these factors play a role. She said there is an increase in stress and anxiety and also an increase in outreach activities. Trustee Schwarz asked if international students are accessing the services. Ms. Ueda said they are finding and using counseling services. President Stanback Stroud said she believes students are increasingly using counseling services because there is less and less stigma associated with seeking services. She said there is awareness by educational practitioners that these services are just as important as the instruction students receive and there is an increased emphasis on collaboration between Instruction and Student Services. She said there is also an increase in self-agency among students.

Trustee Mandelkern thanked each presenter for all they do for students. He said he is pleased to see a continuing focus on the issue of mental health. He asked if there are plans to offer services to evening students. Ms. Ueda said College of San Mateo offers services until 6:00 or 7:00 p.m. for students who can come early to class. Ms. Rhodes said services are available at Cañada College until 6:30 p.m. two nights per week. Mr. Hartman said that when students request appointments, staff asks when they are available and make appointments accordingly. Ms. Cariadus said Skyline College offers services until 6:30 p.m. Monday through Thursday and students make appointments during these times.

President Mohr said it is widely accepted that mental health problems are more common among community college students than university students because community college students tend to be from underserved and underrepresented populations and are under considerable stress. He cited research indicating that almost forty-two percent of students suffered a serious form of anxiety during the course of an academic year, thirty-six percent reported periods of depression, and thirty-seven percent had problems with relationships. President Mohr said all of these issues affect the educational process in a major way.

President Mohr asked if resources are adequate. President Moore said the Colleges have emergency resources for students who are in crisis. She said services are made available to students at the times they say they can come, but more resources could be used to have counselors/interns available around the clock. Dean Escobar said it is recommended that there be one mental health provider for every 1,500 students. He said the Colleges could work to move toward that ratio. Chancellor Galatolo said he was pleased to see that although the Governor's budget proposal did not include funding for mental health services, the Budget Conference Committee recommended a small amount, showing some recognition of the need for services.

President Mohr asked if the Colleges work together. President Moore said many students attend classes at more than one campus and when a student is in crisis, the Colleges rally together immediately. Trustee Mandelkern asked if the Colleges share ideas and best practices on a routine basis. Ms. Rhodes said the Colleges are collaborating more now than in the past. She recommended that regular meetings be established throughout the semester.

President Mohr asked if the Colleges have applied for funds set aside through Proposition 63. Vice President Lopez said she will look into this question.

Trustee Mandelkern asked what is being done to reach out to external resources in the community, particularly with regard to veterans. Dean Escobar said a recently hired adjunct faculty member's time is dedicated to working with veterans and foster youth. Ms. Cariadus said this faculty member works with the San Mateo County Veterans Service Office. She said the other two counselors are connected with the community and are able to refer students to appropriate resources and also to bring in experts to conduct professional development.

Student Trustee Olguin said it would be interesting to hear how the Dream Center, Multicultural Center, transportation initiative and extended hours initiative tie into mental health services. He said he believes that the food pantries and SparkPoint Centers are excellent resources for students who need them. Student Trustee Olguin asked how students find out about the mental health services that are available on the campuses. Ms. Ueda said forty percent are recommended by faculty and staff and sixty percent are made aware through presentations in class, posters, website, tabling, etc. Ms. Rhodes said she would like to have a social media presence for personal counseling at each campus. Mr. Hartman said Cañada College changed the name from Psychological Services to the less clinical sounding personal counseling which helped remove some of the stigma associated with seeking mental health services. They also created cards describing all of the services available through Wellness Center and have made the cards available to anyone who has contact with students, including Public Safety staff. Ms. Cariadus said awareness of services at Skyline College has increased due to working with student government on programs and getting students involved as workshop facilitators. Dean Escobar said building relationships between personal counseling faculty and instructional faculty is another important factor. Student Trustee Olguin suggested that information about mental services be included on each course syllabus.

Student Trustee Olguin asked how often students are referred to the Disability Resource Center with regard to mental health services. Mr. Hartman said students are referred often. He said mental health disabilities can severely impact functioning in the classroom.

Student Trustee Olguin asked if mental health services are offered to students who are being suspended or expelled. Ms. Ueda said she sits in on disciplinary hearings and services are offered to College of San Mateo students as needed. Vice President Lopez said services can also be included in behavior contracts and this may help prevent a student getting to a point of suspension or expulsion.

President Mohr said it is clear how important the people involved in mental health services are in students' lives. He said the Board would appreciate hearing from them periodically, especially about how they are working together. He thanked the presenters for their effort, hard work and commitment.

REVIEW OF EXTENDED STUDY HOURS PILOT PROGRAM

Chief of Staff Mitchell Bailey provided a summary of the pilot program, including hours of operation, location at each campus and student participation averages. He reported that on average, the number of students who utilized the program was low. The highest student participation occurred during the initial two weeks of operation and during the week prior to finals. The peak utilization time was in the 9:00-10:30 p.m. timeframe. Wednesday was the most utilized day and Friday participation was minimal. Mr. Bailey reviewed the personnel expenses associated with the program, including staff, student assistant and Public Safety officer hours. He estimated that on a ten month basis, the cost would be approximately \$180,000.

Mr. Bailey said staff recommends eliminating extended hours on Fridays and reducing or eliminating hours Monday through Thursday. If retaining the program, he said staff recommends:

- have a full schedule of extended hours during midterm/finals weeks only
- enhance marketing/outreach efforts to students
- explore options for additional student services during extended hours, such as tutoring, academic support, exam preparation, writing center, etc.
- determine and fund appropriate staffing structure

Vice President Holober said the major personnel cost is for Public Safety officers. He asked if they are on duty at the same time as the person who is staffing the extended hours facility. Chancellor Galatolo said the Public Safety officers extended their hours from 10:00 p.m. to midnight. He said they are on duty at the time as the classified staff member and are nearby but not actually in the extended hours facility. President Stanback Stroud said the entire institution is closed after 10:00 p.m. and the Public Safety officer on extended duty is able to make decisions in case of emergency.

Vice President Holober asked if the selection of the computer lab/Learning Center is considered the best site. Chancellor Galatolo said proximity to the library might be an important factor. He said the lower utilization at College of San Mateo might be because students have to walk across campus from the library while the locations at Cañada College and Skyline College are in the same building as the library. Vice President Lopez said President Claire believes that many College of San Mateo students choose to use the large dining area in Building 10 or a 24-hour Starbucks which is near the campus. Kristen Parks, Assistant Professor of Political Science at Cañada College, said students were delighted to

have access to the computer lab and printing capability; however, they reported that the space was crowded, loud and not conducive to group study. She said there should be a quiet space and a space where students can work together. President Stanback Stroud said students originally wanted the location to be the dining hall but it was not possible to secure the building in a meaningful way because one staff member would be in charge of a very large space. She said it was also considered important for students to have access to computers and printers.

Trustee Mandelkern said he is pleased to see that staff followed through on this issue which is important to students. He suggested that students' use of the extended hours facilities be tracked and correlated with their success and retention. President Stanback Stroud said it would be difficult to prove cause and effect because the students might be utilizing other services as well.

Trustee Mandelkern said he does not sense that demand is dropping. He said that while the program might be tailored to more accurately meet demand, he would not like to see the entire program cut. Trustee Mandelkern said it might also be possible to tailor Public Safety staffing.

Trustee Goodman asked if the reported cost of Public Safety staffing considered the officer who is already on duty and travels among the campuses. Staff will clarify this issue. There was discussion about whether that officer could be available to help with the extended hours program without compromising the work he/she does regularly.

Vice President Holober said the pilot program was only nine weeks in duration and he believes it is too soon to draw conclusions. He said he agrees that the program should be continued with refinements where it makes sense. He said he has questions about the location and wondered if the dining facilities could be utilized in order to be more conducive to group study. Chancellor Galatolo said this would require additional staffing because the spaces would be significantly larger.

President Mohr said he believes the program should continue with necessary adjustments. He said that having access to computers and printers is essential to students. He said helping students learn how to work together to review, prepare presentations, etc. is also important.

Student Trustee Olguin said one problem has been that WiFi is not available after 11:00 p.m. Annette Perot, IT Support Technician, confirmed that the public WiFi is turned off at that time. Chancellor Galatolo said this issue is resolvable.

Trustee Schwarz said she is in favor of retaining the program and trying to improve it. She said she would like to see more data regarding the times of usage. She said that if the program is not utilized much after 10:00 p.m., the Public Safety staffing issue would be resolved.

Trustee Mandelkern asked Student Trustee Olguin about the response from students. Student Trustee Olguin said that overall, students are happy to have the extended hours but there are issues with transportation. He said he will work with the Associated Students at the campuses to do more advertising.

Trustee Goodman suggested that once costs are narrowed down, Student Trustee Olguin might ask the Associated Students at each College if they would be interested in contributing a modest amount to help cover the costs.

President Mohr said the consensus of the Board is to continue the program with some adjustments. He thanked Mr. Bailey for his presentation and also thanked Professor Parks for her input.

STATEMENTS FROM BOARD MEMBERS

Student Trustee Olguin directed the Board's attention to an article in the bilingual newspaper *El Tecolote* titled "Homeless students face real often overlooked hardship." He said he will share the article with the Board. He said he would be interested in discussing what the District can do to help combat homelessness in San Mateo County.

Trustee Mandelkern said he has had similar conversations recently regarding homelessness in relation to tent cities of homeless persons, a large percentage of whom are students and working people who have no other place to live. He said this is a testimony to the extremely high cost of living in the Bay Area. He said this also ties into the conversations about food insecurity.

Trustee Schwarz said she was proud of Cañada College's clever float in the Redwood City Fourth of July parade. President Moore said the College won first place in four areas.

RECESS TO CONTINUATION OF CLOSED SESSION

The Board recessed to closed session at 7:48 p.m. to discuss public employee contract renewals.

RECONVENE TO OPEN SESSION

The Board reconvened to open session at 11:45 p.m. President Mohr announced that no action was taken during closed session.

ADJOURNMENT

The meeting was adjourned by consensus at 11:46 p.m.

Submitted by

Ron Galatolo, Secretary

Approved and entered into the proceedings of the July 26, 2017 meeting.

Richard Holober
President President-Clerk



President's Report to the Board of Trustees

Dr. Regina Stanback Stroud



Skyline College Class of 2017 students celebrating during the 46th annual commencement ceremony.

SKYLINE COLLEGE BOARD REPORT

JULY 26, 2017

COMMENCEMENT ADDRESS BY PRESIDENT REGINA STANBACK STROUD THE 46TH COMMENCEMENT CEREMONY



Awards Count (by award):	<u>2016-17</u>	<u>2015-16</u>
Degree:	1,108	750
Certificate:	454	433
Total Awards Count:	1562	1183

Good Evening Graduates.

You and your colleagues are recipients of, one thousand six hundred and fifty two academic awards including a record one thousand one hundred and eight degrees and four hundred and fifty four certificates. You range in age from eighteen to sixty nine. Two hundred and twenty three of you are graduating with honors. With twelve Kappa Beta Delta members and eighty three Phi Theta Kappa members. Twenty four of you are Veterans and two hundred and sixty of you are the first to graduate from college in your family. Five of you are Foster Youth and twenty five of you are international students.

For many, it is a family affair. Congratulations to Husband and Wife Tomas Castellanos and Lissette Elizabeth Murillo. Mother and Daughter Margaret Kelly and Mackenzie Lieras. Sisters Nyrill Krista Azucena and Noreen Anne Azucena. Sisters Roxana Canjura and Alexandra Canjura Sorto. Sisters Tiffany M Ergas and Carly Ergas. Brothers Bashar Al-Sharif and Khaled Al-Sharif. Brothers Thet Hnin Nay Chi and Kyaw Lwin Soe. Brothers Keane Keiji Nishikido and Kyle Nishikido. Cousins Nikkaela Aniken De Guzman and Andrea Nicole De Guzman. Cousins Lorie R Luciano and Joseph Jaballa. Cousins Mary Ann Mallari and Justin Simbulan. Cousins Karina Tapia and Carolina Macias. In addition, for some of you, it is a work thang, employee Anjelica Anne Gacutan-Viloria, Student Life Assistant with an Associate of Arts in Social Science.

This means you have a lot of celebrating to do, so my goal is to provide you with a few comments that are bold enough to get your attention and short enough to keep your attention. You see, I am hoping that there will be many more important milestones like this one in your life...so many that you won't be able to remember them all, but do remember this...

You chose a wonderful academically excellent, warm and welcoming college that embraces the diversity of people, languages, religions, perspectives, beliefs and customs of our community. You chose a college that values social justice and understands the importance of academically rigorous and excellent education in making this world a better place. Therefore, it isn't the case that you simply were able to fit in... Look at you. You were able to thrive... to soar.

You are graduating at a time where there are those in some of the highest and most influential/powerful offices of the land who are literally debating what is known to be settled science. Many of them are educated but they allow ideology to override their educated selves. Take care; value the science, the arts, the humanities, the social science that informs your thinking. Recognize that education and knowledge is about much more than the utilitarian notion of getting a job. Now do not get me wrong, we all want to be meaningfully employed but become employed doing what you love and using what you learned to make the world better for all. You now have the ability to interrogate, critique, and listen for the creation of knowledge. Be the person that creates the next driver of human advancement or solves the threats of climate change. Be the person that develops the economic philosophy that minimizes the disparities and provides for the basic human rights of food, shelter and safety. Be the person that unlocks the puzzles of so many phenomenon that create or sustain human misery around the globe. Yes, you are educated. You have the ability to construct and co-construct knowledge and the ways in which we understand this world. We are always building on accomplishments of those before us – Contributing to the cumulative human efforts of our time and before. You can use what you learned in the arts, sciences and humanities and technical fields to think critically and create beautiful things with your hands as well as your minds. All of it is part of the cumulative human effort – We all play a small part by participating in what will be known as history. Moreover, you have the ability to articulate that knowledge in ways that serve you and others. However, to do so, you have to have a critical consciousness and in this globalized context, some cultural, social and racial literacy.

I want you to understand and acknowledge the power of language and, I want you to understand and acknowledge the language of power. That is what you must remember. If you are to use your education to make a difference in this world to make sure that it

SKYLINE COLLEGE BOARD REPORT

JULY 26, 2017

ever even mattered that you were on this earth in the first place... an intense understanding of the concepts of power and the socio-political underpinnings that impact our realities are a prerequisite not only for your success but for our survival.

Here is another memorable part... Look to your left/right... set your eyes on the faculty in all of their regalia. This is what it looks like when you dedicate your life's work to something other than yourself. This faculty have given a lifetime of work, commitment, scholarship and service to making sure that you have this moment in time, this moment in your life. Take a moment to consider the sheer selflessness of this type of commitment.

Now close your eyes and imagine all of the little children who are a part of your life. Your family, neighbors, friends... You are the embodiment of their hopes and aspirations. You are the embodiment of what is possible for them. That means your success and their future are inextricably linked. Take them to higher places.

Another thing, you did not get here alone. You had help and support along the way, from someone, friends, family and strangers. Now it is time for you to consider helping others. Start a small scholarship even if it is just one hundred bucks to buy a book or class materials for someone coming up behind you. Pay it forward as you leave us behind. Remember Skyline College. Think of us as you make career choices. Come back and be the professors and directors, the deans and coordinators, the vice presidents, the public safety personnel and facilities staff, the classified staff and auxiliary staff and even the President that we so desperately appreciate and need in order to stand up here the next year and the next and the next in service to you and those who will follow.

Finally, leave us with this idea in mind. This nation of immigrants is already great because people used their education, no matter what level, formal and informal, to work hard, to challenge the status quo and stand up to injustice. People looked at the issues of their times and gave their blood, sweat, tears, heart and soul so many could learn together, live together, walk, talk, eat, play together. Moreover, believe it or not, these rights and privileges herein are not set in stone. If you fail to pay attention and act, you can lose the very thing lives were lost to get – your democracy and the freedoms so many of us take for granted.

Yes, there are forces right now erecting barriers to make it harder for some groups of people to exercise their rights, but you can do something about it. Yes, there are organized efforts to marginalize, oppress, disenfranchise certain groups but you can do something about it. Yes, there are structural efforts that create and maintain income disparities that are unbelievable, but you can do something about it. Yes, there is racism, sexism, ageism, discrimination

based on ability, but you can do something about it. Yes, there is anti-youth sentiment and anti-intellectualism, but you can do something about it. Yes, our justice system is anything but just, but you can do something about it.

Yes, we are over-consuming and living in a way that threatens the environment and the mere sustainability of the planet – but you can do something about it. Yes, our policies seem to benefit the haves consistently over the have-nots, but you can do something about it.

Yes, our policies are making education an even more difficulty thing to attain, but you can do something about it. Yes, young people are graduating with unprecedented student loan debt because of our policies, but you can do something about it. Yes, in this wealthiest nation on the planet, people – human beings are homeless and hungry, but you can do something about this. Yes, children in America are hungry, but you can do something about this.

These seem like intractable problems. Problems that people say can never be fixed, they are just too big. But I beg to differ. You can do something about every one of them. Many of you can vote. Many can but many do not. I am challenging you not to let another election cycle, large or small, 2 year or 4 year go by without you being fully engaged and enfranchised, lest you let others decide for you what is in your and your communities' best interest.

You have received many lessons here at Skyline College. You are educated. I hope you recognize this most important lesson. Stand up and be counted. VOTE! I wish you all the success and happiness you deserve.

Congratulations Skyline College Class of 2017!

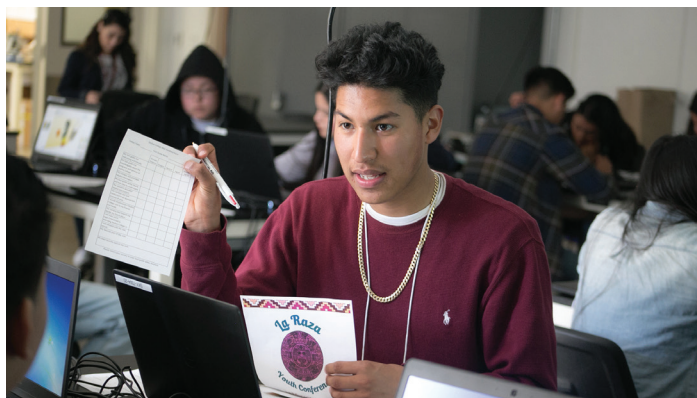
Address by Dr. Regina Stanback Stroud | Photos by Randy Tunnell



SKYLINE COLLEGE BOARD REPORT

JULY 26, 2017

THE SKYLINE COLLEGE PROMISE



Our Commitment

Skyline College has always strived to empower its students to reach their educational goals, and, by extension, empower them to achieve their dreams beyond their education.

We know that completing college is the most significant step a person can take to improve their life circumstances. The Skyline College Promise is a commitment to deliver an end-to-end, best practice-based education experience designed for Skyline College students to finish college.

To do that, we are redesigning our processes, programs and services so applying will be streamlined, students will get proactive academic and social support as they progress through college, and the path to completion will be clear and efficient. Our Promise means more people will be able to pursue education as a means to personal agency, enfranchisement and prosperity for themselves, their families and their communities. And we are making this commitment to ALL our students.

Three Components One Promise

A commitment of this scale requires an integrated response across the full spectrum of our campus community and organization. Three primary programs will form the backbone of the promise, together scaling a comprehensive education experience with a focus on bringing students through to completion.

1. The Promise Scholars Program

The Promise Scholars Program provides financial, academic and personalized student services for first-year students enrolled full-time. It's designed to alleviate barriers that often keep first-year students from the strong start associated with completing college. The program includes the Summer Scholars Institute (an intensive

summer bridge program), the Promise Scholarship (last-dollar funding to cover fees), and proactive, designated counselors delivering personalized academic and socio-cultural support and performance-triggered interventions. Promise scholars also get a loaner laptop, a textbook lending library, and transportation and meals.

2. Contemporary Pedagogy

Students who love their classes stay in school, and teachers create the attraction. So we're developing 21st-century pedagogy—contemporary teaching centered on best practices and critical consciousness—to make classes more engaging and effective. Research demonstrates students learn more when teachers adapt to students and course material is relevant. New faculty and staff professional development infuses our pedagogy with cultural fluency and digital savvy. And our Comprehensive Diversity Framework applies an equity lens to our teaching practice, strengthening connections across the diverse Skyline College student population.

3. Guided Pathways

Guided pathways intentionally support students to declare a major, connect their studies to careers and simplify and clarify requirements to finish their education. Guided pathways solve a pervasive community college problem: too many program and course choices with unclear completion tracks that inevitably lead to students taking more time, spending more money and taking more classes than necessary. By organizing education and career options within broad fields called meta-majors, we can make it easier for students to explore directions based on their interests and abilities. By mapping the way through programs, we optimize time and money so students can finish college.

We'll implement meta-majors in fall 2018. Our plans include providing students, faculty and counselors access to real-time data on student performance in classes and programs, with online applications facilitating academic choices and tracking progress.

Tangible Results

Over the last year we have successfully launched the inaugural Promise Scholars Program, covering student fees, providing individualized counseling and access to a lending library for 138 students. Additionally, we've seen an 80% persistence rate in the first cohort. That's just the beginning – in the coming 2017-2018 academic school year the program is expected to scale up to 300 students, and then 500 in the following year.

The Skyline College Promise Scholars Program is available to high

SKYLINE COLLEGE BOARD REPORT

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school graduates and students who recently completed their GED or Adult Education program and who enroll at Skyline College full-time and plan to earn a certificate or degree. The program supports the college's commitment to empower students to graduate on time by making college more affordable and ensuring that higher education is achievable for all members of our community.

In addition to the Promise Scholars Program, we've seen important steps forward with both Contemporary Pedagogy and Guided Pathways. Throughout the year, faculty and staff have been coming together to map out a way forward for the college, bridging academic concentrations to examine best practices across the entire college.

This work will continue into the year ahead. These are transformational opportunities that we're seizing upon to make impactful changes to our college, and we're immensely excited to continue pushing Skyline College into a bright future.

Promise Scholar Highlight – Naomi Quizon



For Naomi Quizon the question of how she was going to pay for college was weighing heavy during high school – until she learned about the Promise Scholars Program. She enrolled in the Summer Scholars Institute, getting a jump start on her math and English courses during the summer before college and then enrolled at Skyline College – essentially free for her first year.

“The teachers helped me think about who I am, where I come from, and where I can go in life,” Naomi says. “[With the Promise Scholars Program,] we can go to class, study, meet new friends, find faculty mentors, and do all this without having to worry about how we are going to pay that first year of fees.” That’s the power of the Promise.

Article by Connor Fitzpatrick | Photos by Will Nacouzi

CELEBRATING THE FIRST GRADUATING CLASS OF SKYLINE COLLEGE MIDDLE COLLEGE



Two years ago, when 36 local students realized that a traditional high school experience wasn't a good fit, they took initiative and decided to finish their high school experience at Skyline College's Middle College. That inaugural class has now graduated, and 98 percent of them are continuing on to higher education, while one student is joining the military.

Skyline College's Middle College provides high school students with an alternative to traditional high school offering a tuition-free accelerated pathway to their future in higher education. Students emerge from the program with their high school degree along with college credits. The results from the first cohort of graduates underscores the importance of the program, the opportunity that needed to be filled and the drive of the students to succeed.

These graduates achieved inspiring academic success, with 97% of students achieving a 2.0 GPA or higher, and with 35 students earning 24 or more college units that they can apply toward an associate degree or toward transferring to a four-year university. All of these students also gave back to their communities through volunteer projects focused on social justice and civic engagement.

This bold approach toward high school education builds upon equitable pathways to college, providing transformational opportunities where barriers may have existed before.

Article by Connor Fitzpatrick | Photo by Mia Coe

SKYLINE COLLEGE BOARD REPORT

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A FASTER, EASIER WAY TO GET TO CAMPUS



Getting to Skyline College's campus can be a serious challenge for many students. Limited public transportation options and the college's location can mean long commute times, or the need to take a personal vehicle to campus.

To address this issue, Skyline College was awarded a two-year grant to establish a free non-stop, round trip shuttle service between the Daly City BART station and the campus, thanks to the San Mateo County Transportation Authority and the City and County Association of Governments of San Mateo County. The "Skyline College Express" shuttle service launched in August 2016, just in time for the start of fall semester classes.

The shuttle has been a huge success, with ridership outpacing original estimates – students took nearly 60,000 rides on the shuttle in fall 2016 and spring 2017. Open to students, faculty, staff, and community members, the incredible positive response underscores the critical need for this service and the importance of removing a common logistical and financial barrier for students. Potential students who otherwise had no means of transportation to attend college now have access to world-class educational opportunities.

Article by Connor Fitzpatrick | Photo by Will Nacouzi

THE SKYLINE VIEW WINS ADDITIONAL AWARDS FOR WEBSITE



The Skyline View ended the year strong by winning first place for online general excellence in the two-year college division from the California News Publishers Association's Better Newspapers Competition. Judges said about TheSkylineView.com, "The breadth of the coverage is astounding...the writing is great across all sections."

In March, the publication won online general excellence at the Journalism Association of Community Colleges State Convention held in Sacramento, making it the third time this semester that the publication has won an award for its website. At this same convention, sports editor Brian Silverman took home an honorable mention in the on-the-spot video story contest. Former staffer Dave Newlands earned a second place for student-designed ad, while former staffer Ryan Love clinched a second place in critical review.

Article By Nancy Kaplan-Biegel

SKYLINE COLLEGE BOARD REPORT

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DELEGATION BOUND FOR NCORE 2017



In collaboration with the Office of the Vice President of Instruction and the Division of Student Equity and Support Programs, the Center for Transformative Teaching & Learning (CTTL) of Skyline College sent its 4th delegation to the 2017 National Conference on Race & Ethnicity in Fort Worth, Texas. NCORE is the leading conference on issues of race and ethnicity in higher education. With hundreds of breakout sessions, the 5-day conference provides a forum for critical conversations and exchanges of information about race and ethnicity.

The Advisory Committee for Employee Development (ACED) reviewed delegate applications and selected 3 faculty and 2 classified staff to represent Skyline College at the conference. This year's faculty delegates include Jessica Lopez, Nathan Jones, and Liza Erpelo; classified staff delegates are Michele Haggar and Jorge Murillo. Each delegate will participate in a half-day, pre-conference institute on a topic they have selected:

- "Complexity of Student-Centered Work, Race, and Inclusion in the Academy" (Haggar)
- "Black Identity Development at American Higher Education Institutions" (Jones)
- "Latinos in Higher Education: Moving the Equity Needle" (Jimenez)
- "Fundamentals of Social Justice Education" (Erpelo)
- "Intersectional Interventions: Supporting Queer & Trans Students of Color" (Murillo)

In addition to the pre-conference institute and numerous conference sessions, delegates' NCORE experiences will also include keynote speakers such as international thought leader, Dr. Juliet V. Garcia; Franchesca Ramsey, actress/writer/video blogger; Jenny Yang and Hari Kondabolu, comedians; and Evon Peter, Vice Chancellor for Rural, Community, and Native Education at the University of Alaska, Fairbanks.

Upon completion of the conference, delegates will lead CTTL-

sponsored on-campus workshops/activities on NCORE themes and topics; facilitate discussions on NCORE-related issues specifically relevant to Skyline College; and apply NCORE concepts to campus and/or District-wide equity-related activities. We look forward to what Jessica, Nathan, Liza, Michele, and Jorge will have to share with the Skyline College community.

Article by Nina Floro

COLLEGES HOST DISTRICTWIDE MARKETING RETREAT



On July 6, more than 20 members of the Cañada College, College of San Mateo and Skyline College Marketing Departments joined together for a District-wide Marketing & Outreach retreat. This is the second year that all three colleges' Marketing & Outreach Departments had an opportunity to connect in person and share their recent marketing and community relations accomplishments, as well as share best industry practices.

The three Marketing Directors planned an afternoon filled with engaging and informative activities. After a brief round of introductions, each team had the opportunity to present their college's marketing accomplishments/ projects of note and share highlights of what they learned from throughout the project. The presentations unexpectedly, but beautifully, turned into a series of candid and extremely interactive conversations of best practices for real situations, ranging from marketing campaign project management to inventive ways of connecting with students through social media. The three Marketing Directors also shared the upcoming projects and initiatives the teams have planned for the upcoming academic year.

Another highlight of the retreat was a special overview and discussion on the District's Time, Place and Manner Policy, led by Mitchell Bailey, Chief of Staff to the Chancellor. The discussion included how the marketing and outreach staff can assist in

SKYLINE COLLEGE BOARD REPORT

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supporting the policy through marketing and communication practices. Each Marketing & Outreach staff member came away with fresh ideas and a renewed energy (and excitement) for the upcoming academic year with an appreciation of the important roles that each member holds in marketing and promoting the colleges. The Marketing Directors plan on coordinating professional development opportunities throughout the academic year and solidifying the district-wide retreat as an annual activity.

Article by Megan Rodriguez-Antone

UPCOMING EVENTS

FALL SEMESTER OPENING DAY TUESDAY, AUGUST 15, 2017



To kick off the 2017-2018 Academic Year, Skyline College will host Opening Day to welcome all faculty and staff on Tuesday, August 15, 2017 in the theater, the day before Fall classes begin. This is a chance for the campus community to come together and re-energize for another year of focusing on students-first and helping them to achieve their academic goals.

Dr. Regina Stanback Stroud, President of Skyline College will set the tone for the year with the theme of Delivering on our Promise.

The annual Skyline Shines winners from both the community and the college will be announced and awarded, as is tradition at Opening Day.

This year, we are fortunate to welcome and honor 42 new faculty and staff members to the Skyline College community who are either new to the college or have been promoted or reassigned to new positions.

Here's to a year filled with student success!

SUCCESS SUMMIT FRIDAY, SEPTEMBER 22, 2017



The Success Summit is a half-day forum designed to bring together business and civic leaders from all sectors to discuss innovative strategies for solving tough issues that affect San Mateo County businesses and residents. In dynamic breakout sessions, participants will meet face-to-face with key decision makers within the county, including elected officials, business and industry leaders, employers and educators and gain insight on how they can effectively work to shape the future of their community and their business.

Breakout sessions will offer knowledge on topics of importance to the region through an overview of current trends and activities presented by a panel of experts, a moderated question and answer session, and the opportunity for attendees to add their voice to the conversation contributing their perspectives, sharing solutions and providing their choices for shaping forward movement and successful outcomes.

The Success Summit is presented by the President's Council of Skyline College and sponsored by Skyline College, PG&E, Recology, San Mateo County Economic Development Association, San Mateo Credit Union, YouTube and the San Mateo County/Silicon Valley Convention and Visitors Bureau. The conference will be held in the Student and Community Center, Building 6, 2nd Floor on the Skyline College campus on Friday, September 22, 2017 from 8:00 a.m. – 12:30 p.m. The registration fee is \$75 and includes breakfast and materials.

skylinesuccesssummit.com

To attend this event email Cherie Colin:
colinc@smccd.edu

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CALL TO CONSCIOUSNESS LECTURE SERIES

WEDNESDAY, SEPTEMBER 27, 2017

11:00 A.M. - 1:00 P.M.



The Call to Consciousness Lecture Series features some of the most leading edge scholars and practitioners of social justice and equity advocacy. This series is designed to introduce the Skyline College community to nationally recognized thinkers and practitioners who address issues related to creating more harmonious human relationships. Student Equity & Support Programs will collaborate with the Associated Students of Skyline College (ASSC) to bring Dr. Victor Rios to Skyline College.

About the Speaker:

Victor Rios is an award-winning college professor, author and speaker. He was born in Mexico and immigrated to Oakland, California with his mother at the age of two years old. He grew up in West Oakland, Fruitvale and Elmhurst in some of the poorest neighborhoods in Oakland. Growing up around drug dealers and gangs, he was forced to join a local Latino East Oakland gang at 12 years old for protection from rival gangs. Rios began to change his life from being a gang member to a college student. With the support from some educators, he enrolled at UC Berkeley and went on to earn a Ph.D in Sociology. Currently, Dr. Rios is a Professor of Sociology at the University of California, Santa Barbara. His research is focused on Educational Equity, Juvenile Justice, Mentoring, Resilience, Closing the Opportunity Gap, Teacher Well-Being, Restorative Justice, and School Accreditation. Dr. Rios has worked with local school districts to develop programs a curricula aimed at improving relationships between authority figures and youth. Victor Rios is the author of five books including: Punished: Policing the Lives of Black and Latino Boys (2011), Project GRIT: Generating Resilience to Inspire Transformation (2016); and Human Targets: Schools, Police and the Criminalization of Latino Youth (2017).

To attend this event, [REGISTER HERE](#)



President's Report to the SMCCCD Board of Trustees

President Michael Claire ~ July 26, 2017

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A Year of Change: The New Faces of CSM

The CSM community has observed the retirement of many of our beloved associates during the past year. While we are sad to see them leave after years of dedicated work, it also has given CSM the opportunity to introduce new staff who will help us shape the future of the college.



Among the talented group of newcomers is Kim Lopez, the new Vice President of Student Services, who most recently held the same position at Cañada College. Kim arrived at Cañada College in 2011 where she served as Dean of Counseling and Enrollment Services until her current appointment. Kim was a faculty member at the College of the Siskiyous (COS), and served as the Assistant Dean of Student Affairs at UC San Diego and as the Director of the Ronald E. McNair Program at Cal

Poly San Luis Obispo. She has worked abroad at the College of Micronesia where she established and directed the college's first Upward Bound program. Kim also taught English as a Second Language in Taipei.



Richard Rojo is the new Director of Community Relations and Marketing. He has more than 20 years of experience in university, non-profit and corporate communications, with deep expertise in the development of institutional positioning and brand management, strategic messages, communications plans, executive communications, institutional changes, crisis and issue management and employee communications. A longtime trusted advisor, Rojo has provided high-level communications advice for three

presidents at two universities, as well as directors of arts and non-profit organizations.

CSM also welcomes Lizette Bricker, interim dean of enrollment services; Heidi Diamond, interim dean of business and technology; Elnora Tayag, director of learning commons; John, Atkins, laboratory tech; Eugene Drake, planning and research analyst for PRIE; and Mackenszie Munson, athletic trainer. ■

College of San Mateo

Canvas Officially Launched

In Spring 2016, College of San Mateo (CSM) began the migration to Canvas. This software acts as a virtual classroom that administers, documents, tracks, reports,



and delivers educational courses and training programs. This new learning management system replaces WebAccess.

Six faculty members received online training from Canvas and during the summer term used the official SMCCCD Canvas site to deliver eight course sections, both face-to-face and online, to their students. During Fall 2016, an additional 25 faculty members joined the pilot, including many new faculty, resulting in a total of 109 Canvas course sections for this semester. For Spring 2017, there were 61 faculty members in total who joined the pilot to deliver 220 online, hybrid, and face-to-face course sections to their students. On June 6, 2017, Canvas officially replaced WebAccess as our district learning management system. CSM offered 124 course sections in Canvas with 4,285 faculty, staff, and students accessing the system during Summer 2017.

In the Executive Summary prepared by Canvas on July 13th, CSM was acknowledged for offering two of the “Top 5 Courses by Page Views” within the district. Each course had over 290,000 page views. Furthermore, two of the “Top 5 Users by Page Views” in the district are CSM faculty members with an average of over 90,000 page views each. We continue to provide professional development opportunities for our community and are encouraged by the number of faculty, staff and administrators who attend and are excited to start using Canvas. (Submitted by Erica Reynolds) ■

New CSM METaS Program Ramping Up!

The METaS program is a student-first program to help students succeed in and out of the classroom. The goal of the program is to support Latino and low-income students that are interested in Science, Technology, Engineering and Mathematics (STEM) fields. Funded in Fall 2016 by the Hispanic-Serving Institution – STEM grant, the program will give students the additional resources, such as, classroom support, enrichment programs and faculty development.

Housed in the Division of Math and Science, the METaS program is collaborating with campus partners to provide continuous support for STEM students by fostering a supportive community to help them achieve their academic goals. Throughout the year, we will provide workshops, internship/research opportunities, and other fun and enriching environments. The grant also includes expansion of the Math Resource Center (MRC) and upgrades in classroom technologies.

This year alone, as a start-up, we had over 147 participants for the January and June 2017 Math and Science Jams!

To learn more and get up-to-date information about the very knowledgeable program staff, events and other opportunities visit us at collegeofsanmateo.edu/metas. (Submitted by Jose Rocha) ■

CSM's Catalog Goes Fully Online



As part of a districtwide effort to improve efficiency and reduce paper usage, CSM is converting its paper catalog into a fully online version. This new catalog format will maintain up-to-date information throughout the year and be fully searchable. It will also be complemented by an archived PDF version that users can download and print. The expected launch date for the new and improved catalog will be the first week of August.

We are excited for the added flexibility, convenience, and print savings this change will bring. A big thanks goes out to project lead, Chris Smith of District ITS, along with CSM Web Programmer Analyst Valerie Tyler and Web Content Coordinator Justin Merritt for all their work on this herculean task. ■

UPCOMING EVENTS

Welcome Day

Join us as we kick off the fall semester!
Thursday, August 10 • 9:30 am – 1 pm
College Center Building 10

Solar Eclipse Celebration!

Monday, August 21 • 8:30 am – 12 pm
Science Building 36, Rooftop Observatory

Cañada College

Report to the SMCCCD Board of Trustees

July 26, 2017

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- Transfer Center Highlights & Successes **pg. 3-4**
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Marketing & Outreach Department Launches New Community Relations Effort

In an effort to expand its community relations efforts and find inventive ways to connect with prospective students, the Marketing & Outreach Department has launched its Cañada College Street Team! Proudly canvassing the streets of Redwood City, in festive Cañada College apparel, the Street Team (a group of fun and fearless Campus Ambassadors) are informing prospective students about the programs and services offered at the College. By casually walking around at community festivals and events, the Street Team is using new interactive techniques to effectively connect with members of the community.

The new Cañada initiative launched at Redwood City's Fourth of July Festival, where the Street Team Ambassadors walked around Downtown Redwood City and talked to more than 500 community members, while passing out promotional material about the College. Through this new recruitment effort, the Marketing & Outreach team aims to increase its presence in the community and student enrollment. Student Ambassador Gabby Ramirez shared, "The experience was intimidating at first, not knowing what the audience's response would be, but after talking to the first person, everyone wanted to know more about what Cañada College has to offer and approached us to learn more information. Many families were very interested and happy the Street Team was roaming the festival to reach them."

The Cañada Street Team will be at future events in Downtown Redwood City, including:

- Movie on the Square, Thursday's at 8:15 p.m.
- Music on the Square, Friday's at 6 p.m.
- Redwood City PAL Blues and BBQ Festival on July 22



June JAM Programs Help Students Prepare for Placement Tests



Before the start of the summer semester, the June JAM Programs hit Cañada College with force. More than 120 students participated in Math JAM, Word JAM and Physics JAM Programs this past June (June 5 through June 9), one week before the start of the summer semester. About 12 faculty members and 35 tutors welcomed students and lead them through JAM Week. The JAM Programs are supported through college innovation funds.

Daytime Math and Physics JAM was held in the Learning Center from 9 a.m. to 3 p.m. Word JAM was held in the Library from 9 a.m. to 12 p.m. and evening Math JAM was held from 6-9 p.m. in the

Learning Center. The Math, Physics and Word JAM faculty designed and taught a week-long curriculum aimed at encouraging successful completion of each student's Math, Physics and English courses. Faculty focused on teaching some of the curriculum through interactive activities. Students were also able to improve their Math and/or English placement test score after completing June JAMS. One tremendously important part of the JAM programs is the peer tutors who are hired to work directly with the students. The tutors and faculty work hand-in-hand to support, encourage and motivate students during JAM week.

The JAM Planning Team is currently preparing for August JAMS (August 7 through 11) and exploring new ways to make learning Math, Physics and English a fun and rewarding experience, with the goal for every student to achieve success in their courses.

Transfer Center Highlights & Successes



Faculty and Staff at the Transfer Center are dedicated to support the diverse transfer student population to reach their educational goals and to transfer to a four year university in a timely manner. In this regard, the team provides opportunities that guide students through the complex transfer process and to enhance their Admissions to CSU and UC campuses with programs such as UC Transfer Admission Guarantee (TAG) and Associate Degree for Transfer (ADT). Within the last academic year, 47 workshops (27 in fall 16, 14 in Spring 17, and 6 in Summer 17) were offered, guiding 575 students with their applications to California State University (CSU), University

Transfer Center Highlights & Successes (cont.)



of California, private Universities and out of state universities. The workshops included a review of admission essays, evaluation of course work, and assistance to students to strategize their admissions to the universities, including information on financial aid options and how to evaluate and select financial aid offers as well as helping them with adjusting to the new campus.

In collaboration with other departments, the Transfer Center hosted transfer related workshops to students in the EOPS program, Colts Academy, and International Student program. The team also hosted several events within the last year where students had a chance to connect with and gather first-hand information from universities. In October, the Transfer Center hosted a College Fair where 55 universities from in state and out of state institutions were in attendance and least 250 students participated in this event. Preparing students for competitive programs, such as Nursing and Allied Health, the Transfer Center collaborated with four universities (San Francisco State University, Samuel Merritt University, Roseman University, and Grand Canyon University) to provide information on the admission and selection criteria for these programs. Students from Cañada, CSM and Skyline College all participated in this event.

The month of September is TAG month. During this month students may submit their TAG application to a UC campus to be considered for Guarantee admission for the following fall. In fall 2016, 124 students took advantage of this the opportunity that was a 28 percent increase compare to the year before. There is also a 2 percent increase in the number students who received an approval on their TAG application despite the limitations, restrictions and higher GPA requirements required by UC Campuses. The unduplicated number of students who applied for admission to UC campuses for admission to fall 2017 was 158, a 19 increase compared to the 2016-17 academic year. Of that, 87 Cañada students were admitted into UC Berkeley, 87 students were admitted to UC Davis, 43 students were accepted to UCLA and 56 students were accepted to UC Santa Cruz.

On May 12, the College celebrated the transfer achievement of 421 transfer students by recognizing their hard work before faculty, staff, administrators, Board and community members, and their families. There were 72 of these transfer students were in attendance. The Transfer Center looks forward to continue working with students, in the upcoming year, to support them in achieving their transfer goals.

Cañada College Awarded Four First Place Awards at Fourth of July Parade



Cañada College takes the cake! The proud Colts have won four first place titles in the Redwood City Fourth of July Parade: First Place Float, First Place Theme, First Place Group, and First Place Redwood City 150 Diversity. Not only did the College raise \$1,250 for student scholarships through the win, they were also featured on ABC7 news—ensuring that thousands of viewers know Cañada College is their hometown college.

Cañada College Awarded Four First Place Awards at Fourth of July Parade (cont.)

With 76 groups participating this year in the largest Independence Day Parade in Northern California, the competition was fierce as Redwood City Celebrated its 150th Birthday. With the stakes high, and two previous 1st place float wins in 2015, and 2016, the Cañada Float Build Team knew they had to make their 5th year something special. Their hard work paid off, and the crowds ignited when Cañada came down the road. Crowds cheered boisterously as dancers in spinning cake slice costumes performed and birthday presents and streamers tossed in choreographed synchronization. With Cody the Colt at the helm of the float, patrons wowed at the 20 foot, three layered birthday cake surrounded by students and presents that represented Redwood City's Seven City Priorities.

A special thanks to the volunteers who came together to celebrate the holiday as a college, as well as the hard-working Float Build Team who consisted of five student leaders, staff, and faculty. The partnership of Student Life's "Spirit Master" Michiko 'Misha' Kealoha's choreography, costume design, painting, and organization with "Build Master" Mike Walsh's ingenious design, build expertise, dedication, and creativity has been an award-winning combo. The team couldn't think of a better way to celebrate Cañada and Theater Design and Technical Director, Mike Walsh, who ends his 40-year tenure at Cañada with this incredible win for the college.

The success of our College in Redwood City's endeavors would not be possible without the sponsorship from the President's Office, Student Senate, and Humanities Department as well as the support of the college community and district. Save a birthday cake slice for Cañada, as the College will be celebrating its 50th Birthday in 2018!



Athletics Department Announces Hall of Fame Student Athletes of the Year



The Cañada College Athletics Hall of Fame (HOF) Committee, and its Chairman Mike Garcia, are pleased to announce this year's Student Athlete of the Year award.

The HOF Committee would like to congratulate Women's Tennis student athlete Joele Hulse and Men's Basketball student athlete Davis Kimble as the 2016-17 Female and Male Student Athletes of the Year! Both student athletes excelled and competed in the classroom and in their given sport, while exhibiting true class, character, and passion. Joele and Davis will be honored at the next HOF Banquet and Ceremony.

Fashion Students Enjoyed a Summer Study Abroad in Italy



Fashion Professor Ronda Chaney, along with 21 students, recently embarked on a study abroad trip to Florence, Italy. The students participated in the course, FASH 880 (Introduction to Italian Fashion), led by Professor Chaney. In preparation for Study Abroad, there were two full day class meetings at Cañada College prior to departure.

While in Florence, the students analyzed the Fashion Industry, from pre-World War II to the present day, with an understanding of how Italian designers, fabrics, manufacturing, and merchandising have had global implications. A history study also included field trips to textile centers and fashion museums in Prato and Milan. The students also attended Fashion Week in Florence. The study abroad opportunity is a partnership between Cañada College and the American Institute for Foreign Study where, during the two weeks, students completed a three-unit course in Italian Fashion.



Colleges Host Districtwide Marketing Retreat



On July 6, more than 20 members of the Cañada College, College of San Mateo and Skyline College Marketing & Outreach Departments joined together for a District-wide Marketing & Outreach retreat. This is the second year that all three colleges' Marketing & Outreach Departments had an opportunity to connect in person and share their recent marketing and community relations accomplishments, as well as share best industry practices.

The three Marketing Directors planned an afternoon filled with engaging and informative activities. After a brief round of introductions, each team had the opportunity to present their college's marketing accomplishments/ projects of note and share highlights of what they learned from throughout the project. The presentations unexpectedly, but beautifully, turned into a series of candid and extremely interactive conversations of best practices for real situations, ranging from marketing campaign project management to inventive ways of connecting with students through social media. The three Marketing Directors also shared the upcoming projects and

initiatives the teams have planned for the upcoming academic year.

Another highlight of the retreat was a special overview and discussion on the District's Time, Place and Manner Policy, led by Mitchell Bailey, Chief of Staff to the Chancellor. The discussion included how the marketing and outreach staff can assist in supporting the policy through marketing and communication practices.

Each Marketing & Outreach staff member came away with fresh ideas and a renewed energy (and excitement) for the upcoming academic year with an appreciation of the important roles that each member holds in marketing and promoting the colleges. Moving forward, the Directors plan on coordinating professional development opportunities throughout the academic year and solidifying the district-wide retreat as an annual activity.

Dr. Enriquez Recognized at ASEE National Conference



Engineering Professor Dr. Amelito Enriquez received the American Society for Engineering Education (ASEE) National Outstanding Teaching Award at the 124th ASEE Annual Conference and Exposition held on June 24-28, 2017 in Columbus, OH. The ASEE National Teaching Award, first presented in 2004, provides national recognition to an engineering or engineering technology educator for excellence in outstanding classroom performance, contributions to the scholarship of teaching, and participation in ASEE section meetings and local activities. Dr. Enriquez is the first community college faculty to receive the award. As part of

Dr. Enriquez Recognized at ASEE National Conference (cont.)



the recognition, he was invited to give a presentation titled “Making Engineering Education More Accessible” at the Conference Plenary Session on June 27. A commemorative medallion and a plaque were presented by ASEE President Louis Martin-Vega at the Conference Awards Banquet on June 28.

With more than 4,000 attendees, the ASEE Annual Conference is the largest engineering education conference in the world. A paper presented by Dr. Enriquez at the 2017 conference, “Developing a Summer Research Internship Program for Underrepresented Community College Engineering Students,” received the Best Paper Award from the Two-Year College Division of ASEE. The paper, co-authored with Skyline College Engineering Professor Nicholas Langhoff, presents the results of the pilot implementation of the ASPIRES Summer Internship Program, a ten-week internship program funded by the US Department of Education through a Minority Science and Engineering Improvement Program (MSEIP) grant.

In addition, last year Dr. Enriquez was selected by ASEE’s Pacific Southwest Section to receive the Section Outstanding Teaching Award. All the 2016 section outstanding teaching award winners from all the 12 sections of ASEE competed this year as finalists for the 2017 national award, which Dr. Enriquez won.



BOARD REPORT 17-7-2A

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Eugene Whitlock, Vice Chancellor, Human Resources and General Counsel, (650) 358-6883

APPROVAL OF PERSONNEL ITEMS

New employment; changes in assignment, compensation, and placement; leaves of absence; changes in staff allocation and classification of academic and classified personnel; retirements, phase-in retirements, and resignations; equivalence of minimum qualifications for academic positions; and short-term temporary classified positions.

A. ADMINISTRATIVE APPOINTMENT, REAPPOINTMENT, ASSIGNMENT AND REASSIGNMENT
(NP = New position, * = New Employee)

Skyline College

Anya Arnold Interim Director of Learning Commons Academic Support
& Learning Technologies

New interim academic supervisory employment, effective July 24, 2017, replacing incumbent, Pearl Ly, who is out on a leave of absence.

B. PUBLIC EMPLOYMENT

1. New Hires (NP = New Position, * = New Employee)

Cañada College

Jonathan Wax* Program Services Coordinator Business, Design and Workforce
(Funded by the Menlo Park Economic Development
and Strong Workforce Grants) (NP)

New full-time, 12-month temporary, grant-funded classified employment, effective July 19, 2017. This is a new position that was Board approved on March 22, 2017.

Christopher Rico Basic Skills Counselor (NP) Counseling

New Contract II status academic employment, effective August 14, 2017. This is a new position that was Board approved on February 22, 2017.

College of San Mateo

Eugene Drake*	Planning and Research Analyst (Funded by the HSI STEM Grant)	Math/Science
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New full-time, 12-month temporary Classified employment, effective June 20, 2017. This is a new position that was Board approved on January 11, 2017.

John Atkins*	Laboratory Technician	Math/Science
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New full-time, 12-month Classified employment, effective June 19, 2017, replacing Violeta Grigorescu.

2. Re-Employment

None

C. REASSIGNMENT THROUGH THE HIRING PROCESS**Cañada College**

Chantal Sosa	Business Operations Analyst	Administrative Services
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Reassignment from a full-time, 12-month Admissions and Records Assistant III position (Grade 24 of the Classified Salary Schedule 60) into this full-time, 12-month position at Grade 195S of the Classified Professional/Supervisory Salary Schedule (40), effective July 24, 2017.

D. TRANSFER/ADMINISTRATIVE REASSIGNMENT**District Office**

Fernando Estrada	Groundskeeper	Facilities
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Transferred from a full-time, 12-month Groundskeeper position at Skyline College into this full-time, 12-month position at the College of San Mateo, effective June 22, 2017.

E. CHANGES IN STAFF ALLOCATION**College of San Mateo**

1. Recommend a change in staff allocation to increase one Counselor position (4F0237) in the Counseling Division from part-time (67%) to full-time (100%), effective August 14, 2017. Accordingly, recommend an increase in assignment for the incumbent, Roxana Ruglianchich.

District Office

1. At its meeting on June 28, 2017, the Board approved a recommendation to create a new classification titled, "Public Safety Services Technician (Dispatcher)" at Grade 27 of the Classified Salary Schedule (60). A correction is being made to this item. The recommendation to the Board is to create a new classification titled, "Public Safety Office Manager/Dispatcher" at Grade 170S of the Classified Professional/Supervisory Salary Schedule (40), effective July 1, 2017. In addition, recommend a change in staff allocation to add two full-time, 12-month Public Safety Office Manager/Dispatcher positions, effective July 1, 2017.
2. At its meeting on June 28, 2017, the Board approved a recommendation to create a new classification titled, "Emergency Preparedness Manager" at Grade 184S of the Classified Professional/ Supervisory Salary Schedule (40). A correction is being made to this item. The recommendation to the Board is to place this new classification at Grade 180E of the Academic-Classified Exempt Supervisory Salary Schedule (35), effective July 1, 2017. In addition, recommend a change in staff allocation to add one full-time, 12-month Emergency Preparedness Manager position, effective July 1, 2017.

Skyline College

1. Recommend a change in staff allocation to add one full-time, 12-month Communications Manager position (Grade 192S of the Classified Professional/ Supervisory Salary Schedule 40) in the President's Office, effective July 27, 2017.

F. PHASE-IN RETIREMENT

None

G. LEAVE OF ABSENCE

None

H. PUBLIC EMPLOYEE RETIREMENT AND RESIGNATION**1. Retirement****Cañada College****Michael Walsh**

Theatre Design/Tech Director

Operations

At its meeting on May 10, 2017, the Board was informed of Michael Walsh's retirement effective July 31, 2017. Michael Walsh has changed his retirement date. Michael Walsh retired effective July 10, 2017 with 37.5 years of District service. Eligible for District retiree benefits.

College of San Mateo**Lavine Mar**

Staff Assistant

Broadcast Services

Retired effective June 30, 2017 with 15 years of service. Not eligible for District retiree benefits.

2. Resignation**Cañada College****Ozlem Yankin**

Instructional Aide II

Athletics, Kinesiology, Library
& Learning Resources

Resigned effective June 30, 2017.

District Office**Matthew Chavarria**

Custodian

Facilities

Resigned effective July 24, 2017.

Skyline College**Anjelica Gacutan-Viloria**

Student Life and Leadership Assistant

Counseling

Resigning effective August 9, 2017.

I. ESTABLISHMENT OF EQUIVALENCY TO MINIMUM QUALIFICATIONS

None

J. PROFESSIONAL EXPERT/CONTRACT POSITIONS

None

K. SHORT-TERM, NON-CONTINUING POSITIONS

The following is a list of requested classified short-term, non-continuing services that require Board approval prior to the employment of temporary individuals to perform these services, pursuant to Assembly Bill 500 and its revisions to Education Code 88003:

<i>Location</i>	<i>Division / Department</i>	<i>No. of Pos.</i>	<i>Start and End Date</i>		<i>Services to be performed</i>
Cañada College	Operations/ Administrative Services	1	07/01/2017	12/31/2017	Accounting Technician: Assist with coverage in the Cashier's Office during peak periods and when program-specific events are held. Duties include processing payments, issuance of parking permits and Banner entry.
Cañada College	College for Working Adults/Humanities	1	07/13/2017	12/31/2017	Instructional Aide II: Provide tutoring and academic support services for students in the College for Working Adults program.

Cañada College	Student Services/ Counseling	1	07/01/2017	08/31/2017	Program Services Coordinator: Current International Program Service Coordinator is being reassigned to detail for International Student Services Program Manager while current International Student Services Program Manager is on leave.
College of San Mateo	Admissions & Records	2	07/01/2017	07/31/2017	Financial Aid Assistant: Responsible for helping students at the Learning Center and/or computer labs with their FAFSA/DREAM Act application, front counter, answering phones and processing BOGG applications.
College of San Mateo	Admissions & Records	1	07/01/2017	07/31/2017	Financial Aid Technician: Responsible for awarding students' files such as Promise Scholarship, loans, grants and federal work study.
District Office	Facilities, Planning and Operations	1	07/01/2017	12/31/2017	Utility and Sustainability Specialist: This is a temporary need for a position to cover administrative support work in relation to utility and sustainability efforts.
Skyline College	Social Science/Creative Arts	1	08/16/2017	05/30/2018	Accompanist: This is a miscellaneous classified position. There is a need for two Accompanist for Voice and Choir classes.
Skyline College	Counseling	1	07/26/2017	12/31/2017	Program Services Coordinator: Position involves the planning and implementation of NOVA Career Services Programs. Under direction, the position assists in the planning and coordinates implementation of such services as recruitment, orientation, workshops, job skills assessments and other support of current and potential program participants. The position also compiles and analyzes financial/budgetary, technical and administrative documents to ensure compliance with Federal, State and local regulations.
Skyline College	Science/Math/ Technology/Biology	1	08/01/2017	12/31/2017	Instructional Aide II: Assist students and faculty during intense instructional times such as lab tests, complex experiments and student check in and check out.

Skyline College	Business,, Education and Professional Programs	4	08/01/2017	12/31/2017	Child Development Center Aide I (Associate Teacher): State regulations mandate that the Child Development Laboratory Center maintain required adult/child ratios when serving children ages 2 ½ to 5 years old. Child Development Center Aide I staff assist in the supervision of children and in the planning/ implementation of curriculum.
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BOARD REPORT NO. 17-7-3A

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Eugene Whitlock, Vice Chancellor, Human Resources & General Counsel, 358-6883

APPROVAL/RATIFICATION OF DISTRICT ADMINISTRATOR CONTRACTS

In 2008, the Board of Trustees gave approval, as a part of the overall administrator compensation program, to place administrators who were not already covered by an employment contract on a rolling three year contract. In addition, the Board of Trustees annually renews contracts for administrators who have been on employment contracts. The District administrator contracts are now being submitted for approval to extend the contracts for permanent administrators (not in probationary status) for one more year.

As of January 1, 2017, California Government Code Section 54953(c)(3) requires an oral summary of a recommendation for a final action on the salaries, salary schedules, and compensation to be paid in the form of fringe benefits to be paid to a local agency executive. This oral summary will be read by staff from the Office of Human Resources. In addition, Government Code Section 53262 mandates that employment contracts for local agency executives be *ratified* in open session. Salary schedules for the administrators who receive contracts is attached to this report as Exhibit A. A sample of the contract used for administrators is attached to this report as Exhibit B.

Each administrator receives either 16.88 or 18.75 (for the local agency executives identified below) hours of vacation per month, and 7.5 hours of sick leave per month. In addition, like all other employees in the District, each administrator receives:

- Paid holidays and other leaves granted by the District
- Medical insurance based on employee-selected allocations from the total compensation formula (currently \$739 for one party, \$1162 for two party, or \$1519 for families)
- Fully paid vision and dental insurance
- Retiree medical benefits for eligible retirees
- Fully Paid Basic Life insurance
- Fully Paid Employee Assistance Program
- An IRC 125 Flexible Spending Accounts that employees can use to convert out-of-pocket medical, child care, dependent care and specific other expenses into pre-tax benefits
- Fully Paid Disability insurance
- PayFlex Commuter Benefits
- Enrollment in either the State Teachers' Retirement System (academic employees) or Public Employees' Retirement System (non-academic employees)

Full details of the benefits can be found in the District benefits handbook:

<https://smccd-public.sharepoint.com/humanresources/Benefits%20and%20Wellness/Benefits%20Brochure%20&%20Premium%20and%20Contribution%20Amounts/2017%20SMCCCD%20Brochure.pdf>

RECOMMENDATION

It is recommended that the Board, having reviewed the employment contracts for all administrator positions listed below, approve/ratify the contracts for renewal for the following individuals, all of which commence on July 1, 2017 and conclude on June 30, 2020 (except for the Chancellor's contract which concludes on June 30, 2021).

Name	Position	Salary Grade
Bailey, Mitchell	Chief of Staff	AA
Bauer, Thomas	Vice Chancellor, Auxiliary Services & Enterprise Operations	EC
Blackwood, Kathryn	Executive Vice Chancellor	EB
Briones, Eloisa	Vice President, Administrative Services	AB
Carranza, James	Dean, Language Arts	AD
Claire, Michael	President, College of San Mateo	EC
Comerford, Sandra	Vice President, Instruction	AB
Demsetz, Laura	Dean, Creative Arts, Social Sciences	AD
Diamond, Heidi	Dean, Business & Workforce Development	AD
Escobar, Luis	Dean, Counseling, Advising, Matriculation	AD
Feune, David	Dir. of Human Resources	AE
Frontiera, Charlene	Dean, Mathematics and Science	AD
Galatolo, Ronald	Chancellor-Superintendent	CN
Garcia, Maria	Vice President, Student Services	AB
Gutierrez, Mary	Dean, Language Arts, Learning Resources	AD
Harrison, Sue	Director of General Services	AE
Hernandez, Raymond	Dean, Sciences, Mathematics, Technology	AD
Hotep, Lasana	Dean, Student Equity & Support Programs	AD
Houpis, James	Dean of Academic Support & Learning Technology	AD
Johnson, David	Dean, Humanities, Social Sciences	AD
Lopez, Kim	Vice President, Student Services	AB
Luan, Jing	Provost, International Education	AA
Marquez, Michelle	Vice President, Administrative Services	AB
McVean, Aaron	Dean, Planning, Research, Institutional Effectiveness	AF
Minnich, William	Dean of Enrollment Services	AF
Moore, Jamillah	President, Cañada College	EC
Morello Jr, Joseph	Dean, Physical Ed/Rec/Athletics	AD
Nunez, Jose	Vice Chancellor, Facilities Planning and Operations	EC
Rana, Anniqua	Dean of Athletics, Kinesiology, Dance, Library, Learning Resources	AD
Robinson, Tammy	Dean, Global Learning Programs	AD
Roecks, Janice	Vice President, Administrative Services	AB
Romero, Krystal	Dean, Counseling, Advising, Matriculation	AD
Roumbanis, Christine	Dean, Business/Industry Relations	AD
Sewart, John	Dean, Planning, Research, Institutional Effectiveness	AF

Slater, Bernadetta	Chief Financial Officer	AA
Stanback Stroud, Regina	President, Skyline College	EC
Stringer, Janet	Dean, Science & Technology	AD
Strugar-Fritsch, John	Dir. of Capital Projects (Measure H)	AE
Taylor-Mendoza, Jennifer	Dean of Academic Support & Learning Technologies	AD
Whitlock, Eugene	Vice Chancellor, Human Resources and General Counsel	EC
Wolf, Andreas	Dean, Physical Education, Athletics	AD

San Mateo County Community College District
Executive Salary Schedule (10)
Effective: 01-JUL 2016

Grade	Step	1	2	3	4	5	6
CN	Ann	421464.00	421464.00	421464.00	421464.00	421464.00	421464.00
	Mon	35122.00	35122.00	35122.00	35122.00	35122.00	35122.00
	A1001	Chancellor					
EA	Ann	227916.00	237504.00	248280.00	259044.00	271032.00	283008.00
	Mon	18993.00	19792.00	20690.00	21587.00	22586.00	23584.00
	A1006	Deputy Chancellor					
EB	Ann	224760.00	234336.00	245112.00	255900.00	267864.00	279840.00
	Mon	18730.00	19528.00	20426.00	21325.00	22322.00	23320.00
	A3019	Executive Vice Chancellor					
EC	Ann	215184.00	224760.00	234336.00	245112.00	255900.00	267864.00
	Mon	17932.00	18730.00	19528.00	20426.00	21325.00	22322.00
	A1002	President					
	A1007	Vice-Chancellor, Human Resources and General Counsel					
	A3021	Vice-Chancellor, Education Services & Planning					
	A3025	Vice-Chancellor, Facilities					
	A3027	Vice-Chancellor, Auxiliary Services & Enterprise Operations					

**San Mateo County Community College District
Management Salary Schedule (20)
Effective: 01-JUL-2016**

Grade	Step	1	2	3	4	5	6
AA	Ann	187632.00	196020.00	204396.00	213984.00	223560.00	233136.00
	Mon	15636.00	16335.00	17033.00	17832.00	18630.00	19428.00
	A1008	Provost, International Education					
	A2032	Chief of Staff					
	A3022	Chief Financial Officer					
AB	Ann	155676.00	164040.00	172428.00	180816.00	190392.00	199980.00
	Mon	12973.00	13670.00	14369.00	15068.00	15866.00	16665.00
	A2005	Vice President, Instruction					
	A2006	Vice President, Student Services					
	A3001	Vice President, Admin Services					
AC	Ann	153264.00	160440.00	168840.00	177228.00	185628.00	195192.00
	Mon	12772.00	13370.00	14070.00	14769.00	15469.00	16266.00
	A2004	General Manager, KCSM-TV/FM					
	A2020	Executive Director, Foundation					
	A3028	Executive Director, Facilities Planning & Oper					
AD	Ann	146088.00	153264.00	160440.00	168840.00	177228.00	185628.00
	Mon	12174.00	12772.00	13370.00	14070.00	14769.00	15469.00
	A2010	Dean, Couns/Avis/Matric					
	A2011	Dean, Division					
	A2044	Dean of Ath/Kin/Dance/Lib/LR					
	A2045	Dean of Academic Support & LT					
	A2046	Dean, Global Learning Programs					
	A2047	Dean, Student Eqty & Support Programs					

San Mateo County Community College District
Management Salary Schedule (20)
Effective: 01-JUL-2016

Grade	Step	1	2	3	4	5	6
AE	Ann	138912.00	146088.00	153264.00	160440.00	168840.00	177228.00
	Mon	11576.00	12174.00	12772.00	13370.00	14070.00	14769.00
	A2016	Director of Human Resources					
	A2023	Director of General Services					
	A2024	Director of Operations					
	A3015	Director of Maintenance & Operation					
	A3029	Director of Capital Projects (Measure H)					
AF	Ann	131712.00	138912.00	146088.00	153264.00	160440.00	168840.00
	Mon	10976.00	11576.00	12174.00	12772.00	13370.00	14070.00
	A2008	Dean, Admissions/Records					
	A2042	Dean, Enrollment Services					
	A2043	Dean, Planning/Research/Institutional Effectiveness					
	A3018	Dean, Univ Ctr/Acad Supp Svc					
AG	Ann	125724.00	131712.00	138912.00	146088.00	153264.00	160440.00
	Mon	10477.00	10976.00	11576.00	12174.00	12772.00	13370.00
AH	Ann	119736.00	125724.00	131712.00	138912.00	146088.00	153264.00
	Mon	9978.00	10477.00	10976.00	11576.00	12174.00	12772.00
AI	Ann	113772.00	119736.00	125724.00	131712.00	138912.00	146088.00
	Mon	9481.00	9978.00	10477.00	10976.00	11576.00	12174.00
	A2041	Director of Development					
	A0036	Direcot or Planning & Research					
AJ	Ann	107784.00	113772.00	119736.00	125724.00	131712.00	138912.00
	Mon	8982.00	9481.00	9978.00	10477.00	10976.00	11576.00

EMPLOYMENT AGREEMENT - ADMINISTRATOR

This Employment Agreement (the "Agreement") is made and entered into on **July 1, 2017** by and between the Board of Trustees of the San Mateo County Community College District (referred to as either the "District" or the "Board", as appropriate) and «Name» (the "Employee"). The Parties mutually agree to the following:

1. **EMPLOYMENT.** The Board employs the Employee as «Position» (the "Position") for the term beginning **July 1, 2017** through and including **June 30, 2020**. Employee is an academic employee as defined in the Education Code and an educational administrator as defined in the Education Code. Employee shall be required to render twelve (12) months of full and regular service to the District during each year of this Agreement.
2. **DUTIES.** Employee shall perform duties as required by law; as described in the job announcement on file for the Position or in any subsequent description prepared by the Office of Human Resources; and/or as assigned by the District. In addition to the duties and responsibilities enumerated in the job description, Employee is expected to represent the College and/or District by attending and participating in a variety of community and civic programs and events, public service occasions, social events, job-related meetings at the local and state level, and other activities as directed by the College President, or appropriate supervising administrator. Employee shall devote his/her time, skills, labor and attention to performing in the Position.
 - a. Transfer and Reassignment. During the term of this Agreement, Employee may be reassigned or transferred to a position for which Employee possesses the minimum qualifications required by law. However, reassignment pursuant to this section of the Agreement shall not result in a reduction of compensation during the term of this Agreement. A reassignment pursuant to this paragraph shall not constitute the creation of a new Agreement nor shall it extend the term of this Agreement.
3. **SALARY.** Employee shall be compensated in accordance with the Management Salary Schedule established and approved by the Board at Grade «Grade», Step «Step», in the amount of «Salary» per month. A step increase will occur on the anniversary date, if applicable. The Board reserves the right to increase the salary of this position from time to time, however such increases shall not be interpreted as a new agreement or operate as an extension or renewal of this Agreement.
4. **VACATION LEAVE.** During the term of this Agreement, Employee shall accrue vacation at 16.88 hours/month for each full month of employment and use it in accordance with the terms and conditions as approved by the Board. Employee shall be entitled to any increase in this vacation allowance as may be granted from time to time to all other unrepresented managers by the Board. Said vacation may be taken only at times that are convenient to the operation of the District, as approved by Employee's immediate supervisor. The maximum vacation accumulation shall not exceed two times (2x) the annual vacation allowance then in place, which shall include any portion of unused vacation for the current year. Once Employee reaches the maximum amount, Employee

will cease to accrue additional vacation hours until that balance falls below the maximum amount. However, if Employee is unable to take vacation days because the District has been unwilling to allow utilization of those days, and Employee's accumulation will exceed the maximum, Employee shall be paid for said days in cash.

5. **SICK LEAVE.** During the term of this Agreement, Employee shall accrue sick leave at 7.5 hours/month for each full month of employment and use it in accordance with the terms and conditions as approved by the Board. Upon termination of employment, unused sick leave will have no cash value to Employee, other than its use as potential service credit with the Public Employees Retirement System or the State Teachers Retirement System as may be allowed by law. Employee shall be entitled to any increase in this sick leave allowance as may be granted from time to time to all other unrepresented managers by the Board.
6. **PAID HOLIDAYS AND OTHER LEAVES.** Employee shall be entitled to all paid holidays granted by the District during the term of this Agreement to all other unrepresented management employees, and those other holidays which might be required by the California Education Code. Employee shall be entitled to such other leaves of absence granted by the Education Code, District Rules and Regulations, or offered from time to time to all other unrepresented managers by the Board.
7. **HEALTH AND WELFARE BENEFITS.** The District shall provide to Employee all health and welfare benefits which presently include health, medical, dental, vision, and life insurance, for which Employee is eligible, and shall have the premiums for such plans paid by the District up to the employer contribution limit set for all other unrepresented managers of the District. It is agreed and understood that these fringe benefits may be amended and modified or deleted in their entirety from time to time as determined by the Board. At the conclusion of employment with the District, Employee shall receive the same retiree health benefits as the District provides for managers who meet certain age and service requirements as set forth in Exhibit A (which is attached and by reference incorporated as a part of this agreement).
8. **PERFORMANCE EVALUATIONS.** Employee will be evaluated in accordance with the District's Policy and Procedures for the evaluation of administrators. Compliance with the Section by the District shall not be a condition precedent to the right of the District to reassign Employee, terminate and/or renew this Agreement and the failure to timely evaluate Employee shall not constitute a basis to challenge any reassignment, termination or decision not to renew this Agreement. The District reserves the right to conduct additional evaluations if recommended by either the immediate supervisor or College President.
9. **ELIMINATION OR MODIFICATION OF ADMINISTRATIVE POSITION.** The Parties acknowledge that within the term of the Agreement, the Employee's Position may be eliminated, or the duties of that administrative assignment modified in the sole discretion of the District. In the event Employee's Position is eliminated or the Position's duties are modified in accordance with this paragraph, Employee may have the following options with respect to his/her assignment: if eligible, the Employee may exercise retreat rights to a faculty position or become a first-year probationary faculty member under

California Education Code sections 87454-87458.1; the Employee may be reassigned to another administrative position; the Employee may have his/her position upgraded or downgraded; or the Employee may be released from any and all administrative positions held. In the event of retreat or reassignment, Employee shall not be entitled to retain the salary, benefits, and title provided for in this Agreement.

10. **RENEWAL.** Any notice to Employee that this Agreement will not be renewed shall be provided ninety (90) days in advance of the expiration date of this Agreement. If District fails to reemploy Employee by appointment or Agreement upon expiration of this Agreement, and the notice required for in this paragraph was not given, the Administrator shall be deemed reemployed by District for a period of one year, from the expiration date of the current Agreement, with all other terms and conditions remaining unchanged.
11. **TERMINATION OF CONTRACT.** Employee serves in the Position at the pleasure (at-will) of the District. This Agreement may be terminated in accordance with the following:
 - a. Mutual Consent. Employee and the District may agree, in writing, to terminate this Agreement by mutual consent.
 - b. Termination by Employee. Employee may terminate Employee's obligations under this Agreement by providing no less than 60 days' written notice to the Vice Chancellor, Human Resources and Employee Relations.
 - c. Termination for Cause. This Agreement may be terminated for cause if Employee has materially breached the terms of this Agreement, has neglected to perform the duties under it, or committed an act specified in Education Code Section 87732. Prior to termination on this basis, Employee will receive 30 days' notice of the basis for the termination, and an opportunity to meet with the Chancellor to contest the termination. If the matter is not resolved at the Chancellor level, Employee can request a meeting with the Board of Trustees in closed session. This opportunity to be heard shall be provided within thirty (30) school days after meeting with the Chancellor. This meeting with the Board is not an evidentiary hearing, but the parties are expected to provide each other with a reasonable, complete explanation of their positions. Employee shall not be entitled to any other administrative proceeding or due process.
 - d. Termination without Cause. Notwithstanding any other provision of this Agreement, the Board, or its designee, shall have the option to terminate this Agreement by providing Employee with a written notice of termination. If the Board elects to terminate this Agreement pursuant to this section, Employee shall receive (a) an amount equivalent to six (6) months of salary, plus one additional month of salary for every year of service to the District in the Position, or the equivalent, up to a maximum of twelve (12) months of salary, or (b) an amount equal to the salary remaining under the Agreement, whichever is less. This amount shall be offset by any amounts actually earned by Employee as a faculty member following the termination of this Agreement. The intent of this provision is to satisfy the requirements of

California Government Code sections 53260-53264, and shall be interpreted consistent with those statutes.

The parties further agree that this sum constitutes liquidated damages in recognition of the extreme difficulty of determining actual damages to Employee resulting from this Agreement's termination without cause. These liquidated damages represent Employee's sole and exclusive remedy for any and all damages, known or unknown, tort, contract or otherwise, flowing from the termination of Employee's employment with the District. The parties recognize that upon payment of the liquidated damages sum, Employee will be foreclosed from bringing any action or proceeding of any nature against the District.

- e. Retreat Rights. This provision does not affect an administrator's right to continued employment in a faculty assignment, or rights afforded other administrators under Education Code sections 87454-87458.1, to the extent such rights exist. Notwithstanding the foregoing, for an Employee who has a right to continued employment in a faculty assignment, or rights afforded other administrators under Education Code sections 87454-87458.1, if Employee engages in conduct subject to discipline under Education Code sections 87732-87734, or others relating to academic employees, the District reserves the right to impose discipline on Employee, up to and including termination, in accordance with provisions of the Education Code applicable to academic employees.
- 12. **SEVERABILITY**. If any provision of this Agreement is held to be contrary to law by a court of competent jurisdiction, such provision shall not be deemed valid and subsisting except to the extent permitted by law, but all other provisions shall continue to remain in full force and effect.
- 13. **WAIVER**. The failure or neglect of either party to exercise any right hereunder or under law, shall not constitute a waiver of any other rights or privileges hereunder.
- 14. **MODIFICATION**. This Agreement cannot be changed or supplemented orally. It may be modified or superseded by mutual, written agreement, executed by both the parties.
- 15. **APPLICABLE LAW, RULES AND REGULATIONS**. This contract is subject to all applicable laws of the State of California, the rules and regulations of the Board of Governors of the California Community Colleges, and the rules, regulations and policies of the District, all of which are made a part of the terms and conditions of this contract as though set forth herein. This Agreement shall prevail over any conflicting District rules, regulations, policies or procedures.
- 16. **VENUE**. The Parties agree that in the event of litigation, venue shall be the proper state or federal court serving San Mateo County, State of California.
- 17. **ENTIRE AGREEMENT**. This agreement contains the entire agreement and understanding between the parties. There is no oral understanding, or terms and conditions not contained or referenced in this Agreement. This Agreement cannot be changed orally.

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT



By: Eugene Whitlock
Vice Chancellor, Human Resources and General Counsel

ACCEPTANCE OF EMPLOYMENT AGREEMENT

I have reviewed this Employment Agreement and I accept this Employment Agreement and the terms and conditions of that employment. I have not agreed to employment and/or contracted for employment with the governing board of any other school district or community college district which will, in any way, conflict with my duties in this position.

Employee Signature: _____
«Name»

Date: _____

EXHIBIT A
MANAGEMENT RETIREE HEALTH AND WELFARE BENEFITS

1. **RETIREE MEDICAL AND DENTAL BENEFITS:** The District will provide medical and dental benefits, as described in the benefits handbook available in the Office of Human Resources, to managers who were employed as regular faculty, classified or management employees by the District prior to January 1, 1987. The eligible retired manager, and that manager's spouse at the time of the manager's retirement, shall be eligible for continuation of benefits during the life of the retired manager, and, following the death of the retired manager, during the life of the un-remarried surviving spouse.
- 1.1 **Employed Prior to 1/1/1987 and Prior to 9/8/1993:** For those employed as regular faculty, classified or management employees by the District on or after January 1, 1987, the maximum amount paid by the District for retiree medical benefits will be the amount the District would have been required to pay had the retiree selected the appropriate Kaiser Health Plan.
- 1.2 **Employed On or After 9/8/1993:** For managers whose first day of paid service as a regular faculty employee, classified employee or manager commences on or after September 8, 1993, the maximum amount paid by the District for retiree health benefits (medical and dental) shall be \$450/month until the manager becomes eligible for Medicare Part B. At that time, the District will then pay, for the manager only, the lowest cost medical plan available within the agreement between the parties.
- 1.3 **10 Years of Service Required – Employed Prior to 9/8/1993:** For those managers hired as a regular faculty employee, classified employee or manager prior to September 8, 1993, to be eligible for District-paid retiree medical and dental benefits, the retiree must have ten (10) full years of service with the District and be at least 55 years of age. For a year of service to be counted, the assignment must have been such that the manager was eligible for medical insurance benefits if such benefits were available to employees.
- 1.4 **20 Years of Service Required – Employed On or After 9/8/1993:** For those managers hired as a regular faculty employee, classified employee or manager whose first day of paid service commences on or after September 8, 1993, to be eligible for District-paid retiree medical and dental benefits, the retiree must have twenty (20) full years of service within the District, must be at least 55 years of age, must be currently employed by the District at the time of retirement, and the age at the time of retirement of the retiree (in full years), when added to the full years of service, must total 75 or more. For a year of service to be counted, the assignment must have been such that the manager was eligible for medical insurance benefits if such benefits were available to employees.

BOARD REPORT NO. 17-7-1CA

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Mitchell Bailey, Chief of Staff, (650) 574-6510

APPROVAL OF APPOINTMENT TO BOND OVERSIGHT COMMITTEE

The Board of Trustees makes appointments of members to the District's Bond Oversight Committee. The Committee is charged with the responsibility to assure voters that bond proceeds are expended only for construction, reconstruction, rehabilitation or replacement of College facilities in compliance with the ballot language approved by voters, and that no funds are used for teacher or administrator salaries or other operating expenses. The Bond Oversight Committee is composed of community leaders with expertise in finance, accounting, education, construction, sustainability and local government.

At this time, two members of the committee are eligible for re-appointment to a second two-year term:

- Frank Pagliaro, Jr., partner, Ropers Majeski Kohn Bentley (RMKB) as a representative of the community
- Dennis Zheng, student, Skyline College as a representative of students

RECOMMENDATION

It is recommended that the Board reappoint Frank Pagliaro, Jr. and Dennis Zheng to the Bond Oversight Committee for a term ending December 31, 2018.

BOARD REPORT NO. 17-7-2CA

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Mitchell Bailey, Chief of Staff, (650) 574-6510

**APPROVAL OF APPOINTMENTS TO
EDUCATIONAL HOUSING CORPORATION BOARD OF DIRECTORS**

The Bylaws of the Educational Housing Corporation stipulates that appointments to its board of directors be made by the San Mateo County Community College District Board of Trustees. There are two directors who are eligible for re-appointment to a second four-year term:

- Kathy Blackwood, Executive Vice Chancellor, San Mateo County Community College District
- Peggy Berlese, Of Counsel at Herzig & Berlese

RECOMMENDATION

It is recommended that the Board reappoint Kathy Blackwood and Peggy Berlese to the Educational Housing Corporation Board of Directors for terms ending December 31, 2020.

BOARD REPORT NO. 17-7-7-3CA

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Susan Harrison, Director of General Services, 650-358-6879
Bob Domenici, Purchasing Services Supervisor, 650-358-6728

DECLARATION OF SURPLUS PROPERTY

In accordance with Education Code Sections 81450 and 81452, property that becomes surplus to the needs of the District will be declared as such by the Board with the method of disposal dictated by the value of this property. Board policy (Section 8.02, District Rules and Regulations) delegates the disposal, in compliance with State or local laws and regulations, to the Chancellor, Executive Vice Chancellor, or designee.

The equipment and vehicles listed below consisted mainly of outdated athletic equipment from College of San Mateo and Facilities vehicles from Skyline and College of San Mateo.

Commodity	Surplus Sales
Athletic Equipment	\$ 2,480
Vehicles	\$ 53,600
Total Sales	\$ 56,080

RECOMMENDATION

It is recommended that the Board of Trustees declare the items listed above as surplus to the needs of the District's and the Colleges' services and programs.

BOARD REPORT NO. 17-7-4CA

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Kathy Blackwood, Executive Vice Chancellor, 358-6869

**APPROVAL OF BUDGETARY TRANSFERS FOR THE PERIOD ENDING
MAY 31, 2017 AND ADOPTION OF RESOLUTION NO. 17-9 AUTHORIZING
BUDGET REVISIONS AND TRANSFERS FOR 2016-17**

Section 58307 of Title 5 Regulations requires that the Board approve all transfers between expenditure classifications made after final adoption of the annual budget. Additionally, District Rules and Regulations Section 8.11 specifies that budgetary transfers will be authorized only when expenditures in certain accounting classifications are in excess of amounts budgeted and when there are amounts in other classifications that will not be required for expenditures in those classifications. The changes to the final adopted budget are submitted to the Board semi-annually.

The 2016-17 final budget (adopted by the Board in September 2016), mid-year changes approved by the Board in March 2017, and the revisions and transfers shown below are summarized as follows:

	2016-17 Final Budget	Transfers 12/31/16	Transfers 5/31/17
General Fund (Unrestricted)	\$ 167,740,351	\$14,834	\$84,580
Self-Insurance Fund	1,358,696	0	0
Debt Service Fund	51,816,725	0	0
General Fund (Restricted)	39,419,970	3,884,217	5,910,126
Capital Projects Fund	20,660,000	29,229	5,583,412
Bookstore Fund	7,277,000	0	0
Cafeteria Fund	275,000	0	0
San Mateo Athletic Club	3,973,000	0	0
Community, Continuing and Corporate Education	1,100,00	0	0
Child Development Fund	1,235,087	0	16,800
Trust Fund (Financial Aid)	19,272,416	309,253	323,454
Post-Retirement Benefits	<u>4,150,000</u>	<u>0</u>	<u>0</u>
TOTAL	<u>\$ 314,288,245</u>	<u>\$ 4,237,533</u>	<u>\$11,918,372</u>

Detailed budget records are maintained in the District's Administrative Services Office and serve as support documentation for the summary report information below. This report highlights increases and decreases in major classifications of object accounts for each fund and provides a brief explanation for changes in the fund totals that have occurred since the mid-year transfer report.

Unrestricted General Fund – Fund 1

Adjust the **EXPENDITURE** amounts in the following classifications:

1000	Academic Salaries	\$(1,140,694)
2000	Classified Salaries	342,380
3000	Employee Benefits	1,056,343
4000	Materials and Supplies	69,733
5000	Operating Expenses	(503,759)
6000	Capital Outlay	56,749
7000	Other Outgo	203,828
	Total	<hr/> \$84,580

Adjust the **REVENUE** amounts in the following classifications:

8600	State Revenues	\$--0--
8800	Local Revenues	77,180
8900	Other Sources	7,399
	Total	<hr/> \$84,580

Transfers in expenditure budgets in the Unrestricted General Fund are a result of transfers to the sites for office hours and benefits as well as realignments between position control and operating expenses. Increases in revenue amounts are the result of miscellaneous sales of surplus equipment as well as from facilities use rentals, with corresponding increases in expenditures.

Restricted General Fund – Fund 3

Adjust the **EXPENDITURE** amounts in the following classifications:

1000	Academic Salaries	\$1,081,899
2000	Classified Salaries	766,605
3000	Employee Benefits	445,534
4000	Materials and Supplies	455,568
5000	Operating Expenses	1,981,264
6000	Capital Outlay	429,961
7000	Other Outgo	518,702
	Total	<hr/> \$5,910,126

Adjust the **REVENUE** amounts in the following classifications:

8100	Federal Revenues	\$828,162
8600	State Revenues	3,566,023
8800	Local Revenues	1,125,313
8900	Other Sources	390,628
	Total	<hr/> \$5,910,126

Increases in the Restricted General Fund budget occurred as a result of new or additional funding for external programs and grants primarily from a new federal National Science Foundation grant for the Skyline Scholarships in Science, Technology, Engineering and Mathematics (S-STEM) scholarship

program, from the state Deputy Sector Navigator, Institutional Effectiveness Partnership Initiative grants, Promise Innovation grants, the State Strong Workforce Regional Funds, and a local grant from the Arnold Foundation for the Accelerated Study in Associate Programs at Skyline College.

Capital Outlay Projects Fund – Fund 4

Adjust the **EXPENDITURE** amounts in the following classifications:

2000	Classified Salaries	\$533,075
3000	Employee Benefits	212,685
4000	Materials and Supplies	939,261
5000	Operating Expenses	2,521,696
6000	Capital Outlay	1,376,695
	Total	<u>\$5,583,412</u>

Adjust the **REVENUE** amounts in the following classifications:

8600	State Revenues	\$4,829,377
8800	Local Revenues	754,035
	Total	<u>\$5,583,412</u>

Adjustments in expenditure amounts are due to authorized allocations to the Colleges for designated projects that include realignments in Measure H. Increases in revenue are due to Proposition 39 funds and California Energy Commission funds from the State. Additional local revenues are derived from incentive rebates from PG&E.

Child Development Fund – Fund 6

Adjust the **EXPENDITURE** amounts in the following classifications:

2000	Classified Salaries	\$16,800
	Total	<u>\$16,800</u>

Adjust the **REVENUE** amounts in the following classification:

8600	State Revenues	16,800
	Total	<u>\$16,800</u>

The increase is due to the California State Preschool Program Quality Rating and Improvement System Block Grant funding through the San Mateo County Office of Education for the Child Development Centers at Skyline and CSM.

Trust Fund (Financial Aid) – Fund 7

Adjust the **EXPENDITURE** amounts in the following classification:

7500	Student Financial Aid	\$258,618
7600	Other Outgo	64,836
	Total	<u>\$323,454</u>

Adjust the **REVENUE** amounts in the following classifications:

8900	Other Sources	323,454
	Total	<u>\$323,454</u>

Budget augmentations occurred to recognize incoming transfers from EOPS, CARE, TRIO, and Full-Time Student Success grants, and NSF and Grove scholarships from the Restricted General Fund (Fund 3). Direct payments to students from federal, state, and local grants are shown within the Financial Aid Trust Fund.

To close the fiscal year, a blanket budgetary revision or transfer will be required to authorize additional transfers that may be necessary to permit payment of District obligations incurred during 2016-17.

RECOMMENDATION

It is recommended that the Board approve budgetary transfers and income adjustments for the period January 1, 2017 through May 31, 2017 and that the Board adopt Resolution No. 17-9, authorizing budgetary transfers for 2016-17, as listed and as needed for year-end closing activities.

RESOLUTION NO. 17-9

**BY THE GOVERNING BOARD OF
THE SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
STATE OF CALIFORNIA**

**RESOLUTION AUTHORIZING
BUDGETARY TRANSFERS FOR 2016-17**

WHEREAS, Section 58307 of Title 5 Regulations provides that the governing board of a community college district may authorize transfers between expenditure classifications at any time by written resolution of the board of trustees of a district; and

WHEREAS, the governing board of the San Mateo County Community College District deems it necessary to make such budgetary transfers between expenditure classifications in the current year's budget as required to permit the payment of obligations of the District incurred during said fiscal year;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of the San Mateo County Community College District authorizes transfers between expenditure classifications in the 2016-17 budget as required to permit the payment of obligations of the District during the 2016-17 fiscal year.

REGULARLY PASSED AND ADOPTED this 26th day of July, 2017.

Ayes:

Noes:

Attest:

Richard Holober, Vice President-Clerk
Board of Trustees

BOARD REPORT NO. 17-7-5CA

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor- Superintendent

PREPARED BY: Phillip King, Vice President, Student Services, Cañada College, 306-3236
Maria Huning, Program Director, Upward Bound, Cañada College, 306-3332

**ACCEPTANCE OF TRIO UPWARD BOUND GRANT FUNDS
FROM THE U.S. DEPARTMENT OF EDUCATION FOR CAÑADA COLLEGE**

Cañada College has been awarded a grant through the TRIO programs at the U.S. Department of Education. The grant continues a 14-year tradition of support for Upward Bound at Cañada College.

Upward Bound programs serve low income and first generation college-bound students from 9th through 12th grade. In partnership with Sequoia High School, our program serves high school students in the communities of East Palo Alto and North Fair Oaks. The Upward Bound program is aligned with Cañada College's mission to develop a learning-centered environment and ensure that students from diverse backgrounds have the opportunity to achieve their educational goals by providing transfer, career/technical, and basic skills programs, as well as lifelong learning. The objectives of the Upward Bound program are to: improve academic performance on grade point average; improve academic performance on standardized tests; retain participants while in secondary school and have them graduate on time; have graduates complete a rigorous secondary school program of study; have graduates enroll in a program of postsecondary education; and have graduates complete a postsecondary degree.

The full award is for \$1,351,875 over a five-year period from September 1, 2017 through August 31, 2022. Additionally, the college match for each year is \$57,291. The combined budget will be \$328,166 annually.

RECOMMENDATION

It is recommended that the Board of Trustees accept the award and matching funds for Cañada College from the U.S. Department of Education.

BOARD REPORT NO. 17-7-6CA

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Aaron McVean, Interim Vice President of Instruction, Skyline College, 738-4321
Sue Harrison, Director, General Services, 358-6879

**APPROVAL OF SOLE SOURCE PURCHASE OF A SIMULATOR MANNEQUIN FOR THE
RESPIRATORY CARE PROGRAM AT SKYLINE COLLEGE FROM GAUMARD**

The Respiratory Care Program at Skyline College needs a high fidelity simulation mannequin to support instruction for this and other Allied Health Programs at the College. The specialized equipment will be used to provide students with simulation technology that allows the opportunity to treat simulators like real people in a variety of health care focused teaching environments.

This very specialized equipment is produced by only two manufacturers: Laerdal and Gaumard. Quotes were requested from both companies to include adult, pediatric, and newborn high fidelity simulation systems. Subject matter experts at the College and General Services staff evaluated the pricing and features of both systems. Pricing is as follows:

Laerdal	\$248,038.72
Gaumard	\$148,379.94

It has been determined that Gaumard provides the high fidelity hardware and software that provides simulations most specific and in-depth for respiratory care students. While pricing from both vendors exceeds statutory bid limits, a competitive bid process would not produce an advantage because Gaumard is the only product with the technology specific to Skyline's Respiratory Care program needs.

RECOMMENDATION

It is recommended that the Board of Trustees authorize the sole source purchase of a high fidelity simulator mannequin from Gaumard in an amount not to exceed \$148,379.94.

BOARD REPORT NO. 17-7-7CA

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Charlene Frontiera, Dean of Math & Science, 650-574-6312
José Rocha, Director of METaS, 650-574-6263
Susan Harrison, Director of General Services, 650-358-6879

**AUTHORIZATION OF THE USE OF CSU FULLERTON CONTRACT TO PURCHASE
STUDENT SUCCESS COACHING, PROGRESS TRACKING AND REPORTING SERVICES
FROM INSIDETRACK**

The College of San Mateo's Hispanic Serving Institution – STEM grant (or METaS) is planning a randomized experiment, which will test the hypothesis that Hispanic and low-income STEM students who receive individualized coaching will persist at a higher rate than comparable STEM students who do not receive coaching. This research project will be done working in close conjunction with InsideTrack, an organization with a background in this type student coaching research. InsideTrack will provide a Coach who will guide students through an individualized self-discovery and personal development process using phone and video meetings, email, and text messaging. Students will meet with a coach on average twice a month for the first six months and once a month for the following six months. Data collection, analysis, and reporting will occur during the 2017-18, 2018-19 and 2019-20 academic years, which will be provided to METaS on a monthly basis. The expected outcome for College of San Mateo's study will be persistence in college by Hispanic and low-income STEM students as measured in an academic year. The use of individualized student coaching will also promote evidence-based practices.

Public Contract Codes (PCC) 20652 and 20653 et seq. authorize the governing board of any community college district to purchase materials, equipment, supplies, or services through existing contracts negotiated with public agencies, including the UC and CSU Systems, without advertising for bids. InsideTrack and California State University negotiated contract #160261 for the same InsideTrack products, terms and conditions that the District wishes to purchase.

The District intends to purchase implementation, enrolled student coaching and standard reporting for three years in an amount not to exceed \$156,900. This project will be paid by the *HSI STEM Plus: A fusion of evidence-based interventions designed to impact STEM degree completion* (P031C160072) grant from the Department of Education.

RECOMMENDATION

It is recommended that the Board approve the purchase of InsideTrack services utilizing the agreement between InsideTrack and CSU Fullerton in an amount not to exceed \$156,900.

BOARD REPORT NO. 17-7-8CA

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: José D. Nuñez, Vice Chancellor, Facilities Planning, Maintenance & Operations, 358-6836
Chris Strugar-Fritsch, Director of Capital Projects, 378-7342

**APPROVAL OF CONTRACT AWARD FOR
COLLEGE OF SAN MATEO CHEMISTRY VENTILATION PROJECT**

In the summer of 2016, two new fume hoods were installed in College of San Mateo B36 chemistry labs. After the hoods were put into operation, it was discovered that we could improve the system's efficiency and efficacy. Originally, the system had been designed as a constant volume. By switching the system to a variable volume, the system will have much greater efficiency and user control. This corrected design accounts for both efficiency and mechanical operation improvement.

The District sought competitive bids for the project through a formal bid advertised to prequalified B contractors in a local newspaper on May 16, 2017 and May 23, 2017, posted the bid on PlanetBids Vendor Portal, and notified contractors on the District's 2017 pre-qualified contractor list. Two contractors attended one of two mandatory pre-bid conferences. One of the contractors was not prequalified with the District and, therefore, was not deemed a responsive, responsible bidder.

On July 13, 2017, the District received two bids for this project as follows:

Contractor	Total Bid
Performance Air Services	\$164,336.50
Western Allied Mechanical, Inc.	\$182,668.00

After bid opening, Facilities conducted a due diligence investigation of the bid results to ascertain the lowest responsive, responsible bid that meets all the requirements of the project. In addition to pricing, the bids were evaluated for their conformance with bidding requirements. Of the two bids that were submitted, only one was from a prequalified contractor. Based on the due diligence review process, Western Allied Mechanical, Inc. was deemed the lowest responsive, responsible bidder.

This project will be funded by Measure A and H general obligation bonds.

RECOMMENDATION

It is recommended that the Board of Trustees authorize the Executive Vice Chancellor to execute a contract with Western Allied Mechanical, Inc. for the College of San Mateo Chemistry Ventilation project, Bid #86751, in an amount not to exceed \$182,668.00.

RESOLUTION NO. 17-10

**BY THE GOVERNING BOARD OF THE
SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
STATE OF CALIFORNIA**

RESOLUTION REGARDING BOARD ABSENCE

WHEREAS, California Education Code states that a Governing Board member of a community college district may receive compensation for any meeting when absent if the Board, by resolution duly adopted, finds that at the time of the meeting, he or she is performing services outside the meeting for the community college district; he or she was ill or on jury duty; or the absence was due to a hardship deemed acceptable by the Board; and

WHEREAS, at the time of the June 28, 2017 meeting of the Board, Trustee Karen Schwarz was absent due to hardship deemed acceptable by the Board;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of the San Mateo County Community College District finds that under current law, Trustee Schwarz is entitled to receive the regular compensation for the meeting at which she was absent.

REGULARLY passed and adopted this 26th day of July, 2017.

Ayes:

Noes:

Abstentions:

Attest: _____
Richard Holober, Vice President-Clerk
Board of Trustees

BOARD REPORT NO. 17-7-100B

TO: Members of the Board of Trustees
FROM: Ron Galatolo, Chancellor
PREPARED BY: Mitchell Bailey, Chief of Staff, 574-6510

**APPROVAL OF REVISION TO BOARD POLICIES 2.06, BOARD POLICIES AND
ADMINISTRATIVE PROCEDURES, AND 2.07, POLICY DEVELOPMENT**

Policy 2.06:

Staff is requesting the Board's approval to convert to the policy and administrative procedure numbering system used by the Community College League of California and the vast majority of community college districts throughout the state. Adopting this numbering system will enable staff to more easily identify changes recommended by the League's Policy and Procedure Service. In addition, staff at other districts often consult on policies and a consistent numbering system would enhance staff's ability to more efficiently communicate with others.

Policy 2.07:

The current policy states that the Board policies and procedures shall be readily available to employees but does not address how they can be accessed. The recommended change specifies that the policies and procedures are available on the District website.

The recommended changes to both policies have been reviewed and approved by the District Participatory Governance Council.

RECOMMENDATION

It is recommended that the Board approve the revisions to Board Policies 2.06 and 2.07 as shown on the attached.

CHAPTER 2: Administration and General Institution
BOARD POLICY NO. 2.06 (BP 2410)

BOARD POLICY
San Mateo County Community College District

Subject: BP 2.06 Board Policies and Administrative Procedures
Revision Date: 12/11; ~~xx/xx~~
Policy Reference: Education Code Section 70902; ACCJC Accreditation Standards IV.C.7, IV.D.4, I.B.7 and I.C.5

1. The policies adopted by the Board for the District have been written to be consistent with the provisions of law, but do not encompass all laws relating to the District's activities. All District employees shall be expected to know and shall be held responsible for observing all provisions of law pertinent to their activities as District employees.
2. Any policy may be suspended by a majority vote of the Board, which vote shall be taken by roll call and shall be entered in the minutes of the meeting.
3. The policies governing the District may be amended by a majority vote of the Board at any meeting. Amendment shall be made by repeal of the existing rule and, if required, the enactment of a new rule.
4. The administration, in conjunction with the appropriate constituencies, will review each policy on a six-year schedule in accordance with the accreditation cycle. Any changes required will be brought to the appropriate consultative group and to the Board of Trustees for approval.
5. Board policies 2.05 and 2.08 assign responsibility to the Academic Senate to advise the Board on eleven different areas of "academic and professional" matters. Policy changes which impact any of the eleven areas will be reviewed by the Academic Senate prior to being sent to the Board for approval.
6. Board policy 2.08 assigns responsibility to the District Participatory Governance Council (DPGC) to advise the Board on ~~nine~~ **seven** different governance matters. Policy changes which impact any of these nine areas will be reviewed by the DPGC before being sent to the Board for approval.
7. Administrative procedures implementing Board-adopted policies shall be developed by designated administrators subject to approval of the Chancellor. Procedures shall be consistent with and not in conflict with policies adopted by the Board.
8. **Board policies and administrative procedures will utilize the numbering and titling system recommended by the Community College League of California.**
9. Board policies and administrative procedures will be posted on the District's website.

CHAPTER 2: Administration and General Institution
BOARD POLICY NO. 2.07 (BP 2410)

BOARD POLICY
San Mateo County Community College District

Subject: BP 2.07 Policy Development
Revision Date: 2/11; ~~xx~~
Policy References: Education Code 70902; Accreditation Standard IV.B.1.b and e

1. The Board may adopt such policies as are authorized by law or determined by the Board to be necessary for the efficient operation of the District. Board policies are intended to be statements of intent by the Board on a specific issue within its subject matter jurisdiction.
2. All policies shall be written in compliance with Federal, State and local laws and regulations. District policies will not replace nor supersede such laws and regulations. The District will comply with any changes in Federal, State and local laws and regulations, whether or not such changes are immediately reflected in District policies. All District employees are expected to know of and observe all provisions of law pertinent to their job responsibilities.
3. The Chancellor is responsible for development of proposed policies on academic affairs, student services, financial matters, and employment relations. Official District policies must be approved by the Board and included as part of District Rules and Regulations.
4. In the development of policy, the Chancellor shall utilize an appropriate consultative process which may involve administrators, faculty, and staff of the District. The Chancellor shall be solely responsible for determination of the type and extent of such consultation. Final authority for decision-making and recommendation to the Board shall be vested in the Chancellor.
5. Senior administrators of the District shall review policies before they are recommended by the Chancellor to the Board. These officers shall also review proposed administrative procedures.
6. Administrative procedures are to be issued by the Chancellor as statements of method to be used in implementing Board policy. Such administrative procedures shall be consistent with the intent of Board policy. Administrative procedures may be revised as deemed necessary by the Chancellor.
7. ~~Copies of all policies and administrative procedures shall be readily available to District employees.~~ Board policies and administrative procedures will be posted on the District's website.

BOARD REPORT NO. 17-7-101B

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Dr. Regina Stanback Stroud, President of Skyline College, 738-4111

**APPROVAL OF MEMORANDUM OF UNDERSTANDING WITH SOUTH SAN
FRANCISCO UNIFIED SCHOOL DISTRICT REGARDING THE MIDDLE COLLEGE
AT SKYLINE COLLEGE**

In May 2015, the South San Francisco Unified School District (SSFUSD) entered into an agreement with the San Mateo County Community College District (SMCCCD) to establish a Middle College at Skyline College starting in the 2015-2016 academic year. In collaboration with Dr. Shawnterra Moore, Superintendent of SSFUSD, the Skyline College Middle College developed a Memorandum of Understanding to allow students from district high schools to attend the Middle College at Skyline College. Under the original agreement, SMCCCD was to bear all costs of the Middle College during the first two years. Effective 2017-2018, SSFUSD agrees to pay SMCCCD \$6,800 per student who attends the Middle College at Skyline College.

RECOMMENDATION

It is recommended that the Board of Trustees approve the Memorandum of Understanding with South San Francisco Unified School District regarding the Middle College at Skyline College effective July 27, 2017 through June 30, 2018.

BOARD REPORT NO. 17-7-102B

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Dr. Regina Stanback Stroud, President of Skyline College

**APPROVAL OF AGREEMENT WITH SAN MATEO UNION HIGH SCHOOL DISTRICT
REGARDING THE MIDDLE COLLEGE AT SKYLINE COLLEGE**

In collaboration with Dr. Kevin Skelly of San Mateo Union High School District (SMUHSD), the Middle College at Skyline College developed an Agreement last year to allow students from Capuchino High School to attend the Middle College at Skyline College. This Agreement will facilitate the enrollment of Capuchino High School students in the Middle College at Skyline College, the middle college that is closest to many of the students who attend Capuchino High School.

The Capuchino High School student enrollment is capped at 15 students. Effective FY 2017-2018, SMUHSD agreed to pay SMCCCD \$6,800 per student who attends the Middle College at Skyline College. The SMUHSD board approved the Agreement during their meeting on June 8, 2017.

RECOMMENDATION

It is recommended that the Board of Trustees approve the Agreement between the San Mateo Union High School District and San Mateo County Community College District regarding the Middle College at Skyline College effective July 1, 2017 through June 30, 2018.

BOARD REPORT NO. 17-7-3C

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: José D. Nuñez, Vice Chancellor, Facilities Planning, Maintenance & Operations, 358-6836
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REPORT ON ELECTRIC VEHICLE CHARGING STATIONS

BACKGROUND

San Mateo County Community College District serves as a model of efforts to decrease carbon emissions. The use of the electric vehicle charging stations, as one example, has displaced over 150 metric tons of CO₂ from entering the atmosphere – equivalent of carbon absorbed by 5,700 grown trees.

Since the initial installation of eleven (11) electric vehicle-charging stations (EVCS) in 2014, the District-wide infrastructure has grown to 22 stations. The purchase of all stations to date has been funded by grants; the initial group furnished through a partnership with Schneider Electric and the California Energy Commission. The Bay Area Air Quality Management District has supported the remainder of the EVCS equipment purchases. Grant funding to date is in excess of \$200,000

The stations operate on the ChargePoint network, which is the largest EVCS network in the world. This system allows drivers to easily identify the location and accessibility of stations. For administrators of the EVCS infrastructure, this system is critical; it enables tracking and management of a range of issues and information derived from the system analytics platform can guide decisions like pricing.

EVCS's support a growing EV market and provide clear value to their users, particularly students, staff, and faculty. This group, per the fee structure established in 2015 (**Board Report 15-6-104B**), are not assessed a fee for the first four hours of charging. With minimal fuel costs, HOV lane access, and preferred parking, an increasing number of SMCCCD community members are electing to drive EV's.

The cost to provide this EVCS infrastructure to staff and students comes with a tangible benefit to users.

UPDATE ON EVCS INFRASTRUCTURE EXPANSION, USAGE, AND FEE IMPLEMENTATION

The 22 EVCS's (43 charging ports) around the District are well used. At the time of publishing (July 17, 2017), nearly 700 separate charging sessions had been initiated by over 160 unique drivers for the month of July alone. In the same time period over \$500 in fees had been assessed. This is in line with the previous month's total of \$1,200 in assessed fees. To date these two months serve as our only statistical reference as the fee structure approved in 2015 and later enacted as of June 1, 2017.

There are several reasons for the long lag between board approval and fee implementation, namely: 1) Technical issues with several of the stations needed resolving, 2) Infrastructure expansion was undertaken in this window and driver access to existing station infrastructure was interrupted on several occasions, and 3) Outreach and communication around EVCS usage and fee structures needed to be conducted.

EVCS infrastructure is set to expand further. Additional stations will be installed throughout the District in the coming months. As has been the case in the past, these stations will be funded in part through a \$98,000 grant accepted by SMCCCD Board of Trustees on June 28, 2017 (Board Report 17-6-17CA).

These future installations are planned at Cañada College, Lot 6 Expansion, and Skyline College, Lot L Expansion, as well as in the proximity of the Environmental Science Building 12. Other locations that can readily connect to existing campus electrical infrastructure and provide convenient access to drivers are also being considered.

DRIVER AND REVENUE STATISTICS

Stations and Drivers: There are many ways to see the effectiveness of the stations. One of the easiest is to understand how many drivers have used the available infrastructure. Between 2015 and 2016 as EV's became more readily available (prices dropping and selection increasing as battery performance improved) the number of unique drivers nearly doubled. In response to this trend and in preparation for increased use SMCCCD installed, more stations. Now with the number of unique drivers poised to nearly double again in 2017 with funding from the Bay Area Air Quality Management District having been accepted by the Board of Trustees on June 28, 2017.

Year	# of Stations	Ports Available	Unique driver Total
2015	10	19	664
2016	10	19	1196
2017	22	43	1031*
2018	40	80	3000 – 4000 **

*As of July 17, 2017. **Projected

Maintenance & Operations Costs: The cost to maintain and operate the stations primarily come from three areas, namely:

- 1) Time and materials to repair and replace any compromised or broken machinery. Thus far, this cost has been about \$150 per station per year.
- 2) The web based platform that enables easy usage for drivers and management and tracking by District Facilities staff is \$285 per station per year.
- 3) Energy: In 2016 energy costs specific to EVCS usage was approximately \$16,000. This averages out to about \$850 per station

This brings the total cost to operate each station in 2016 (as a sample year) to ~\$1,250 per station.

Revenue: Current revenue is \$1,750 (\$1,250 for June and \$500 for part of July 2017).

Cost v. Benefit: Taking 2016 as a baseline year with costs totaling approximately \$12,500 For M&O, energy, and software, the existing fee structure is adequate to maintain revenue neutrality. SMCCCD will see a dip in revenue when new infrastructure is introduced, but EV uptake amongst the general public and the SMCCCD community is anticipated to continue to increase.

SUMMARY

The EVCS infrastructure is a valuable employee and student benefit. SMCCCD's electric vehicle charging station is growing in phases as appropriate for market expansion of the technology. As EV's continue to decrease in price and increase in uptake, refinement to the current EVCS fee structure may be required. At this time, however, the model seems to be meeting expectations for performance, service, and accessibility.